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ABSTRACT

This manual sets forth policy for the Law Enforcement Education Program. The provisions of the manual apply to all participating institutions of higher education and to student recipients of program grants and loans. It also guides the activities of all program and state personnel who are involved in the administration of the program. The manual includes: (1) the authority, purpose, and general administration of the program; (2) institutional eligibility and participation; (3) program, student, in-service and preservice eligibility; (4) determination of student awards; (5) recipient obligations and repayment provisions; and (6) program administration procedures. (KA)

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Guideline Manual

M 5200.1C

ED162235

LAW ENFORCEMENT EDUCATION PROGRAM

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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June 23, 1978

UNITED STATES DEPARTMENT OF JUSTICE
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FOREWORD

1. PURPOSE. This Guideline Manual sets forth policy for the Law Enforcement Education Program. All LEEP administration will be in accordance with policies and procedures prescribed herein.

2. SCOPE. The provisions of this Manual apply to LEEP-participating institutions of higher education and to student recipients of LEEP grants and loans. It also guides the activities of all LEAA and state personnel who are involved with the administration of LEEP.

3. CANCELLATION. Guideline Manual M 5200.1B, Law Enforcement Education Program, May 6, 1975, including Change 1 of October 8, 1975 and Change 2 of September 29, 1976, is cancelled effective August 1, 1978.

4. EXPLANATION OF CHANGES. Changes in this Guideline Manual identify the organizational units that perform the functions previously performed in the regional offices, and attempt to set forth more consistently the relationship of LEEP to criminal justice personnel needs. These and other modifications appear as follows:

   a. State Planning Agency involvement is mentioned in paragraph 4c.

   b. Criteria for general institutional eligibility have been modified in paragraph 11a.

   c. Provision for compliance with the Rehabilitation Act of 1973 has been added in paragraph 27b.

   d. Clarification of programs approved for in-service enrollment is provided in paragraph 30b and in appendix 9.

   e. Provisions affecting extension courses and off-campus courses are clarified in paragraph 35.

   f. Education degree programs are discussed specifically in paragraph 36.

   g. LEEP ineligibility of courses offered through the news media is announced in paragraph 38.

   h. The aggregate allowable support for degree achievement is set forth in a new paragraph 45.

   i. The provision pertaining to citizenship status is updated in paragraph 46.

   j. Treatment of academy courses is clarified in paragraph 49.

k. Provision for concurrent student awards is eliminated in paragraph 52.

l. The provision affecting campus police is modified in paragraph 60f.

m. The former technical errors in the retroactive provisions affecting Federal employees are corrected in paragraph 62.

n. The definitions of student priority groups have been clarified in paragraph 82a.

o. The need to plan for the use of the Grant Award is stated specifically in paragraphs 84 and 139c.

p. The treatment of various costs is clarified in paragraph 87.

q. Explanation of grant repayment provisions is expanded.

r. Deferment of loan repayment for military service now applies only to conscripted members of the Armed Forces. See paragraph 126a.

s. Positions that qualify for LEEP loan cancellation are described in a new paragraph 128.

t. Paragraph 141 describes the new LEEP-3, including the change in comaker requirement.

u. Identification of each final LEEP-5 is prescribed in paragraph 143e.

v. Paragraph 154, Access to Records, which inadvertently was omitted from Guideline Manual M 5200.1B, has been restored to the guidelines.

w. Three items have been added to the appendix on Definitions: (1) full-time faculty, (2) part-time faculty, and (3) seminars.

x. A copy of the new LEEP-3 and copies of other updated program forms are included in appendix 7.

5. EFFECTIVE DATE. This Guideline Manual becomes effective for all programs to be funded for the program year beginning August 1, 1978.

JAMES M. H. GREGG
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CHAPTER 1. AUTHORITY, PURPOSE, AND GENERAL ADMINISTRATION

1. THE ACT. Title I, Part D, Section 406, of the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. §3701 et seq. (Public Law 90-351) authorized the establishment of the Law Enforcement Education Program (LEEP). This Act was amended by Public Law 91-644, the Omnibus Crime Control Act of 1970; by Public Law 93-83, the Crime Control Act of 1973; and by Public Law 94-503 the Crime Control Act of 1976. Section 406(a) through (d), as amended, is included as appendix 1 to this Guideline Manual.

2. PROGRAM PURPOSE. The Crime Control Act of 1976 provides for and encourages "training, education, research, and development for the purpose of improving law enforcement. . . ." To this end, LEEP provides financial assistance for higher education which will contribute to the development of human resources needed by the criminal justice system to reduce crime and delinquency. To the extent possible, LEEP funds will be distributed to institutions that demonstrate a willingness and capability to offer quality education programs responsive to systematically identified criminal justice personnel needs.

3. TYPES OF PROGRAM ASSISTANCE. Two types of financial assistance are offered under LEEP.

   a. Grants of up to $250 per academic quarter or $400 per semester for qualified full-time employees of publicly-funded law enforcement and criminal justice agencies.

   b. Loans of up to $2,200 per academic year for qualified students enrolled in a program of study "directly related to law enforcement and criminal justice or suitable for persons employed in law enforcement and criminal justice." Preference is given to police and corrections personnel of states or units of general local government on academic leave from their agencies.

4. ADMINISTRATION OF THE PROGRAM. The Act established the Law Enforcement Assistance Administration (LEAA) which administers LEEP. LEAA operates under the general authority of the Attorney General and is headed by an Administrator and two Deputy Administrators who are appointed by the President with the advice and consent of the Senate.

   a. LEAA administers LEEP through its Office of Criminal Justice Education and Training (OCJET) and its Office of the Comptroller in Washington, D. C. OCJET is responsible for program policy development, issuance and implementation and for institutional award determinations. The Office of the Comptroller maintains

the official LEEP financial records including those for all institutional awards. It advances funds to the schools, processes student notes, and operates a billing and collection system for LEEP student awards.

b. LEAA authorizes institutions of higher education to use LEEP allocations to award LEEP funds to eligible students.

c. State Planning Agencies were established to carry out activities authorized by the Omnibus Crime Control and Safe Streets Act of 1968. To the extent that the comprehensive planning undertaken by these agencies provides information concerning educational needs of the criminal justice system, the SPA findings contribute to LEAA policy development for the use of LEEP funds. In line with the SPA planning role, LEAA invites SPA policy recommendations for fund distribution.

5-9. RESERVED.

CHAPTER 2. INSTITUTIONAL ELIGIBILITY AND PARTICIPATION

SECTION 1. INSTITUTIONAL ELIGIBILITY

10. ACCREDITATION REQUIREMENT. To participate in LEEP an institution of higher education must be fully accredited by one of the regional institutional accrediting commissions that are recognized by the U. S. Commissioner of Education and the Council on Postsecondary Accreditation.

    a. These commissions are components of the following regional associations:

        (1) Middle States Association of Colleges and Secondary Schools,

        (2) New England Association of Schools and Colleges,

        (3) North Central Association of Colleges and Schools,

        (4) Northwest Association of Colleges and Schools,

        (5) Southern Association of Colleges and Schools,

        (6) Western Association of Schools and Colleges.

    b. Institutions that are Candidates for Accreditation are not eligible for LEEP funds. There is one exception to this rule. An institution awarded funds as a Candidate for Accreditation (under earlier regulations) will be eligible for LEEP until its six-year period of candidacy has expired or until the regional accrediting commission removes it from the list of Candidates, whichever is earlier, provided there is no interruption in program participation.

11. GENERAL REQUIREMENTS. In addition to the accreditation requirements above, an institution must meet the following general eligibility criteria to apply for LEEP participation.

    a. It admits as regular students only persons having a certificate of graduation from a secondary school or the recognized equivalent, or persons who are beyond the age of compulsory school attendance in the state in which the institution is located and who have the ability to benefit from the education offered by the institution, consistent with the institution's enrollment policy.

    b. It is legally authorized within the State to provide a program of education beyond secondary education;

c. It provides an educational program for which it awards a bachelor's or higher degree; or it provides an associate degree, the course work for which is creditable toward a bachelor's degree at regionally accredited institutions of higher education;

d. It is a public institution of higher education operated by an agency of State government or a political subdivision thereof, but is not an institution of an agency of the United States Government; or it is a nonprofit institution, no part of the net earnings of which inures or may lawfully inure to the benefit of any private stockholder or individual.

e. It is a degree-granting institution with authority to contract and to manage Federal funds.

12. INSTITUTIONAL ELIGIBILITY TO AWARD GRANTS AND/OR LOANS.

a. Institutional Eligibility to Award In-service Grants. All institutions accepted for participation in LEEP are eligible to award grants to in-service students.

b. Institutional Eligibility to Award In-service Loans. Institutions accepted for participation in LEEP are eligible to make loans to IN-SERVICE personnel who are full-time students, in accordance with the provisions of paragraph 82.

c. Institutional Eligibility to Award Preservice Loans. LEEP-participating institutions are eligible to make loans to preservice students ONLY with written approval of LEAA. This approval will be stated in a SPECIAL CONDITION on the Grant Award document. In order to be eligible to make LEEP loans to preservice students, an institution must provide the following:

(1) a degree in a crime-related field of study. (See definition in appendix 8.)

(2) a full-time coordinator or director who administers the crime-related degree program for which preservice funds are available.

(3) a criminal justice internship or work experience program as part of the educational program for preservice students. The institution cannot depend upon LEAA financial support for this effort.

(4) placement services for preservice students seeking criminal justice employment.

(5) procedures meeting the requirements of chapter 4, section 3, Preservice Eligibility.

d. Retroactive Provisions. Institutions not in compliance with paragraph 12c(1)-(5) must refer to paragraph 73 regarding loans to preservice students who participated in LEEP prior to June 30, 1975.

13. RESERVED.

SECTION 2. CRITERIA FOR INSTITUTIONAL PARTICIPATION

14. INSTITUTIONAL APPLICATION REVIEW. LEEP is a manpower development program. Accordingly, institutional applications will be evaluated in relationship to:

a. Manpower needs identified by LEAA in cooperation with state planning and program development for criminal justice manpower,

b. The nature of academic programs offered by the institution,

c. Qualifications of the faculty in crime-related studies,

d. Capability of the applicant institution to meet identified manpower needs, and

e. Institutional capability to utilize funds.

15. NATURE OF ACADEMIC PROGRAM. The institutional application for LEEP will be evaluated partially on the basis of the following factors:

a. Course transferability. At least 90 per cent of all credits within any degree program eligible for LEEP support must be acceptable at four-year regionally accredited institutions. Transferability is basic to the success of LEEP purposes. As the proportion of transferable courses increases, so does the institution's contribution to the LEEP effort increase.

b. Scope. It is desirable that programs be comprehensive and general at the lower (associate and baccalaureate) levels and increasingly specific at higher (masters and doctorate) levels.

16. FACULTY OF CRIME-RELATED STUDIES.

a. Credentials. Qualifications for faculty of crime-related studies should include academic preparation in appropriate fields AND experience in criminal justice work. It is preferable that faculty members possess at least a masters degree; some members should possess doctoral degrees. The credential hierarchy for evaluation purposes is as follows:

(1) Most desirable: degrees AND experience
(2) Second most desirable: degrees without experience
(3) Not desirable: experience without degrees

b. Faculty Status. No crime-related degree program will be conducted with only part-time faculty members. See appendix 2 for definition of "part-time faculty" as used in relationship to crime-related degree programs.

c. Student Ratio. The ratio of full-time equivalent majors in crime-related studies to full-time equivalent faculty shall be no more than 60:1. See appendix 2 for definition of "full-time faculty" as used in relationship to crime-related degree programs.

17. PROGRAM MANAGEMENT. Any previous record of the institution's LEEP program or fiscal management will be reviewed in evaluating the annual application for LEEP funds. Specific factors to be evaluated include:

a. Extent of fund utilization,

b. Compliance with institutional grant conditions,

c. Compliance with provisions of the effective guideline manual.

18. ACCESSIBILITY. Within a geographic area where there is a multiplicity of institutions, grants will be approved for selected institutions that best demonstrate the capacity to meet criminal justice human resource needs identified by LEAA and the States. Among factors that will be considered in the selection process are LEAA budget constraints and geographic accessibility of quality academic programs to LEEP students.

19-23. RESERVED.

SECTION 3. INSTITUTIONAL RESPONSIBILITY

24. LEEP TERMS OF AGREEMENT. Form LEEP-2, LEEP Terms of Agreement, is the contract that must be executed by the institution as a precondition for initial participation in the LEEP program. A fully executed LEEP-2 is a legal agreement between LEAA and the institution of higher learning. Procedures for submission of the LEEP-2 are outlined in paragraph 138. No grant awards will be authorized to an institution until an executed copy of the current LEEP Terms of Agreement is in LEAA's files. (See appendix 7.)

25. INSTITUTIONAL REPRESENTATIVE. An institution accepted for participation in LEEP shall designate at least one institutional representative to be responsible for LEEP administration and financial management. If LEEP functions are assigned to more than one representative, the institution should clearly define the authority and responsibilities of each individual. One of these should be designated as the LEEP Coordinator, or person with primary responsibility for contact with

LEAA. This designation must be in writing and signed by an authorized official. Any changes in this designation must be reported to OCJET in a timely manner.

26. LEGISLATIVE AND ADMINISTRATIVE PROVISIONS. In administering the program, the institution shall comply with all stipulations in the Act, the LEEP Terms of Agreement, this Guideline Manual, Grant Award special conditions, and written instructions from OCJET. Terms used frequently in this Guideline Manual are defined in appendix 2.

27. DISCRIMINATION PROHIBITED. The institution shall administer LEEP in compliance with the following statutory provisions:

    a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to regulations of the Department of Justice (28 C.F.R. Part 42) and Title IX, Section 901, of the Education Amendments of 1972 (P.L. 92-318) to the end that no person shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department of Justice. Relevant sections of these statutes are included in appendices 4, 5, and 6.

        (1) The institution must have filed with the DHEW Office of Civil Rights, HEW form 441, "Assurance of Compliance with the Department of Health, Education and Welfare Regulation under Title VI, Civil Rights Act of 1964."

        (2) Public institutions must comply with the Equal Employment Opportunity provisions of Title 28, Section 42, Part D of the Code of Federal Regulations.

    b. Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended and all requirements imposed by or pursuant to regulations of LEAA and the Department of Health, Education, and Welfare (45 C.F.R. 84.1 et seq.) to the end that no handicapped person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from LEAA. Relevant sections of this statute are included in appendix 4.

28. FISCAL ACCOUNTABILITY. The institution which is awarded LEEP funds is responsible for utilization of those funds in compliance with P.L. 94-503, the LEEP Terms of Agreement, and the current Guideline Manual. The institution must establish and maintain fiscal control

and accounting procedures which assure that Federal funds available for the conduct of the program are disbursed properly. Specific requirements are set forth in chapter 7.

29. RESERVED.

CHAPTER 3. PROGRAM ELIGIBILITY

30. ACADEMIC PROGRAMS AUTHORIZED. The Act authorizes LEEP funds for "programs of academic educational assistance." In conformance with the Act, students who receive LEEP funds shall enroll in courses or programs that lead to a degree or certificate in an area related to law enforcement and criminal justice or suitable for persons employed in law enforcement and criminal justice.

a. Designated institutional representatives shall exercise conscientious judgment in ascertaining that the LEEP recipient's academic program relates to the employee's duties and/or those job functions that reasonably can be anticipated by the student.

b. Programs Approved for IN-SERVICE (Grant and/or Loan) Recipients. In-service recipients must enroll in courses which are a part of approved undergraduate or graduate degree programs or majors in areas which will enhance their professional qualifications. Such study is limited to crime-related certificates or degree programs, or degree programs in the behavioral, managerial, or social sciences which clearly are supportive of improved criminal justice system management. See appendix 8 for definition of "crime-related" and appendix 9 for typology of programs in the behavioral, managerial, or social sciences.

c. Retroactive Provisions. Prior to July 1, 1975, some grant recipients were enrolled in degree programs or majors that do not qualify under provisions of paragraph 30b. Any such in-service student who received LEEP funds prior to July 1, 1975, can be exempted from provisions of paragraph 30b, provided that he/she has continued to receive LEEP funds each year since then and has not changed the fiscal year 1975 degree or major objective. The student's academic program even under these circumstances, however, must be related to criminal justice or suitable for persons employed in criminal justice.

d. Programs Approved for PRESERVICE Loan Recipients. A preservice loan recipient must be enrolled in a crime-related degree program. See definition in appendix 8 and enrollment provisions in paragraphs 12c and 72.

e. Compliance Determination. The final authority for determining which programs comply with the intent of the law rests with LEAA. Any questions concerning suitability of programs for which LEEP recipients enroll should be directed to the institution's LEEP Coordinator in OCJET.

31. GENERAL CURRICULA CRITERIA. To be supported by LEEP a curriculum must meet the criteria set forth below:

    a. Each course shall be approved by the regular curriculum-approving body of the institution, e.g., by the student-faculty senate, the curriculum committee, etc., and shall be creditable toward a catalog-listed academic degree or certificate which has been approved by the responsible State higher education authority.

    b. Each class shall be open to all students. The scheduling of two identical classes for the same course does not satisfy the requirement if one class serves preservice students and the other serves in-service students. Courses shall be convened in academic or neutral environments with ready access to adequate library facilities. A police department squad room, for example, would not be considered a neutral setting.

    c. The instructor shall have full-time or part-time faculty status at the institution, be paid by the institution, and possess required credentials comparable to those of instructors in other academic fields offered at the institution. The use of qualified guest lecturers is not precluded, provided the major responsibility for the course rests with the qualified faculty member of record.

    d. Transferability of credits is required. At least 90 percent of all credits shall be applicable towards bachelor's degrees offered by regionally accredited institutions.

32. TRAINING PROGRAMS AND COURSES PROHIBITED. Basic recruit and in-service training programs shall not be supported by LEEP funds even though the institution may offer credit or give credit equivalency for them. If credit or credit equivalency is given, it shall not be considered as part of the student's academic load in determining full-time status for loan eligibility.

33. INSTITUTES AND SHORT COURSES. Study done in short seminars, short-term institutes, or workshops normally is not eligible for LEEP funds. These short courses are usually training oriented, and training cannot be supported by LEEP monies. The institution will be required to restore any grant or loan funds awarded to students for attendance at any short seminar, short-term institute or other short course that is not approved in writing by OCJET. Approval of a LEEP grant for the institution does not indicate automatic approval of short courses that may be identified in the annual institutional application for funds. (See appendix 3 for definition of "seminar.")

34. REMEDIAL COURSES. Remedial courses required as a prerequisite for enrollment in an academic program cannot be supported with LEEP funds. A remedial course which is part of an approved academic program in which the student already is enrolled may be paid from LEEP funds.

35. OFF-CAMPUS OR EXTENSION COURSES. Extension courses, external degree programs, and courses taught at sites off the main campus are ineligible for LEEP funds unless specifically approved by LEAA in a SPECIAL CONDITION to the Grant Award document. If the institution requests funds for off-campus courses, it must demonstrate to OCJET that the courses meet all the criteria in paragraph 31 and all other LEAA requirements for academic offerings. To be approved for LEEP funds an off-campus course must:

    a. Fill an educational need for criminal justice personnel as identified through systematic planning, and

    b. Provide an academic offering not otherwise available in the designated geographic area.

36. EDUCATION DEGREE PROGRAMS. Because of the relationship between education and correctional functions, some LEEP applicants (under earlier regulations) have been enrolled in Education degree programs. Unless an institution has obtained written approval from LEAA for LEEP recipients to be enrolled in its Education degree program(s), LEEP funds cannot be used for such enrollment.

37. SPECIAL REQUIREMENTS FOR EXTENSION COURSES OFFERED BY NON-AFFILIATED DEPARTMENTS. In some States extension courses are administered by a Continuing Education Department or division which is not affiliated with any college or university. If such a department is an accredited degree-granting institution with contractual authority and administers its own fiscal matters, it should apply directly for LEEP participation to LEAA. Departments which merely coordinate and administer the extension courses offered by institutions within the State are not eligible to participate in LEEP as separate entities. Students enrolled in such extension courses can obtain LEEP assistance from the parent campus if the following prerequisites are met:

    a. The class, although administered by the Continuing Education Department, is an extension course of the LEEP-participating institution.

    b. The course meets the eligibility criteria set forth in paragraphs 31 and 35 above.

38. CORRESPONDENCE AND MEDIA COURSES. A correspondence course is eligible for LEEP support only if it is offered through a LEEP-participating institution, transfer credit is awarded for course completion, and all other course eligibility criteria are met. Courses offered through the news media are NOT eligible for LEEP support.

39. PROFICIENCY TESTS, WORK EXPERIENCE AND TRANSFER CREDITS. LEEP funds cannot be used to pay for proficiency testing or for credits earned by passing a proficiency test or for credits given for past or ongoing work experience. Fees assessed for credits transferred cannot be paid with LEEP funds.

40. CONSORTIUM ARRANGEMENTS. LEEP-participating institutions may want to establish consortium arrangements with other accredited participating and non-participating institutions.

    a. A consortium is an official amalgamation of academic programs, staff and facilities of two or more institutions. Such an arrangement is a significant organizational development undertaken to maximize the resources available to each institutional member. A consortium contrasts with a simple bilateral agreement between institutions which permit students enrolled in one school to take a course at another.

    b. Students enrolled in consortia are eligible for LEEP assistance provided:

        (1) When a LEEP-participating institution enters into a consortium with a non-participating institution, the participating institution (i.e., the institution which executes the LEEP Terms of Agreement with LEAA) has the sole authority for the control and maintenance of LEEP funds as well as LEEP administrative responsibility.

        (2) When more than one of the institutions participating in the consortium is a LEEP participant, the institutions must decide whether one or more of them shall exercise control over LEEP funds for the purposes of the consortium.

        (3) No student shall receive LEEP funds from more than one institution in any one academic term.

41-44. RESERVED.

CHAPTER 4. STUDENT ELIGIBILITY

SECTION 1. GENERAL CONDITIONS OF STUDENT ELIGIBILITY

45. BASIC STANDARDS OF ELIGIBILITY

a. LEEP grants are available only to full-time criminal justice personnel (in-service students) as defined in this chapter. A grant recipient may be a part-time or full-time student. He or she may be on official academic leave from the employing agency.

b. LEEP loans are available only to full-time students (in-service or preservice). An in-service student may qualify for both a loan and grant only if he/she is both a full-time student and a full-time criminal justice employee.

c. To determine the enrollment requirement for full-time student status, divide the number of credit hours required for the degree by the number of academic terms normally required for degree achievement. For example, if a degree requires 120 completed credit hours normally taken over a span of eight semesters, the student must enroll for 15 credit hours ($120 \div 8 = 15$).

d. A student who finds it necessary to drop a course during a term or two will retain full-time status unless enrollment drops below 12 credit hours in a 15-hour system or below 9 credit hours in a 12-hour system (or the equivalent).

e. An exception to paragraphs 45c and 45d is made for the final term. A student enrolled for his/her final term who received a LEEP loan in the prior academic term and who needs less than the minimum full-time enrollment to complete the degree requirements is eligible for a loan.

f. A student's maximum LEEP eligibility relates to the institution's required number of credit hours for the certificate or for the associate, baccalaureate, master's or doctoral degree. For any single degree a student can receive LEEP support to cover up to two courses in excess of the minimum institutional credit hour requirement for the degree in which he/she is enrolled. For preservice students, the maximum is one year's equivalent of LEEP assistance toward an associate degree and three years' equivalent of LEEP assistance toward a baccalaureate degree. The extra courses are allowed for these preservice students also.

46. CITIZENSHIP OR NATIONALITY STATUS. The applicant must be a citizen or national of the United States or a person who is in the United States, its possessions, or its territories, for other than a temporary purpose and is, or intends to become, a permanent resident. The District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territories of the Pacific, and the Northern Marianas are considered as States under provisions of the Act.

47. SOCIAL SECURITY NUMBER. An applicant shall possess a social security number before the request for funds can be approved. An application will not be accepted by LEAA without a proper social security number. The social security number is used to identify the student account, to verify the student's identity during the period of billing and collection, and to ascertain that there is no improper simultaneous funding under other Federal grant programs.

48. ENROLLMENT. All LEEP recipients, including continuing education and extension students, must be formally accepted for admission by the LEEP-participating institution from which they receive LEEP funds. The LEEP student must be a degree candidate or meet current requirements to be accepted into a degree program at the institution from which he/she receives LEEP funds. For example, an applicant must have a secondary school certificate of graduation or the recognized equivalent consistent with the admissions policy of the college or university.

    a. All students must be earning full credit for course work completed.

    b. A LEEP award may not be used for courses conducted outside of the United States or its territories, as defined in the Act.

    c. LEEP support for academy courses requires LEAA approval. See paragraph 49.

49. ACADEMY COURSES. Sometimes State and local criminal justice training academies contract with institutions of higher education for college-level courses that satisfy agency certification requirements. These courses are eligible for LEEP support if the following stipulations are met and prior written approval is obtained from OCJET:

    a. The courses must comply with the criteria set forth in paragraph 31.

    b. The student must be offered the option of using funding sources other than LEEP and shall be counseled regarding financial or employment obligations incurred by the use of LEEP funds.

    c. The student shall not be required to repeat a course which he/she already has completed successfully.

    d. The course shall not be basic recruit training or the equivalent.

    e. If the student resigns or is dismissed by the criminal justice agency, the educational institution shall permit the student to complete the course(s) in which he/she is enrolled.

50. AGE AND PHYSICAL LIMITATIONS. There is no age or physical requirement for LEEP eligibility. However, the institution must advise preservice students to inform themselves regarding employment requirements (especially physical limitations) in the criminal justice area of their choice. Physical limitations and age may affect employability.

51. EXCLUSIONS FOR STUDENTS INVOLVED IN CAMPUS DISORDERS.

a. Exclusions for LEEP Support. The Annual Appropriations Act for the Departments of State, Justice, and Commerce, the Judiciary, and related agencies, contains certain restrictions with respect to the funding of students engaged in activities detrimental to the operations of educational institutions. Section 705 reads:

"No part of the funds appropriated under this Act shall be used to provide a loan, guarantee of a loan, a grant, the salary of, or any remuneration whatever to any individual applying for admission, attending, employed by, teaching at or doing research at an institution of higher education who has engaged in conduct on or after August 1, 1969, which involves the use of (or the assistance to others in the use of) force or threat of force or the seizure of property under the control of an institution of higher education, to require or prevent the availability of certain curriculum, or to prevent the faculty, administrative officials or students in such institutions from engaging in their duties or pursuing their studies at such institutions."

b. It is the responsibility of the institution to take action to insure dissemination and enforcement of this provision. Fair notice shall be given to an affected individual of any proposed cessation of payments. Opportunity shall be given to him to be heard as to whether he has engaged in conduct included under the above provision of the Appropriations Act.

52. CONCURRENT LEEP AWARDS. LEEP recipients cannot receive LEEP funds from more than one institution in any given academic term.

53. CONCURRENT FINANCIAL ASSISTANCE. LEEP funds cannot be used to pay for costs directly covered through other public or private tuition subsidies.

a. Support from the Veterans Administration. Two major forms of assistance are available to students through the Veterans Administration: educational subsistence to Vietnam Era veterans and payments to disabled veterans and their dependents.

(1) The educational subsistence allowance (G.I. Bill) is a general payment to the student that covers costs of maintenance. Students receiving a VA subsistence allowance

may use LEEP benefits to cover the cost of tuition, books, and fees.

(2) The payment to disabled veterans and their dependents includes payment for maintenance as well as payment to the school to cover costs of tuition, fees, books and supplies. Disabled veterans or their dependents receiving payment in full of tuition, books, and fee costs are not eligible for LEEP funds because such payment constitutes a duplication of Federal benefits.

b. Support from Other Federal Programs. A student receiving LEEP assistance under this Act is not prevented by LEAA from receiving Social Security benefits or funds from student financial aid programs administered by the U. S. Office of Education. Because assistance under these programs relates to both educational and maintenance costs of students, a LEEP award could pay for tuition, books, and fees and the funds from other Federal programs could meet the individual's additional demonstrated financial need.

c. Support from Other Resources. LEEP funds may be used only to cover tuition, fee and book costs not covered by other funds. A student whose educational costs are fully met through a private scholarship program or from state or local resources is not eligible for a LEEP award. If a private or public agency refunds a portion of tuition and fees AFTER those costs have been paid by the student, such costs should be deducted before the LEEP award is determined. If the LEEP applicant is eligible for any program (scholarship, incentive, employee benefits, etc.) that pays tuition, fee or book costs, the applicant must apply for and use such program benefits. The institution must apprise applicants of this guideline and should make known to students the existence of state scholarship programs.

d. Agency Reimbursement. LEEP funds shall NOT be awarded in those instances where state and local governments retroactively reimburse law enforcement officers for expenses incurred in satisfactorily completing course work that is normally eligible for support under LEEP.

e. Salary Incentives. A bona fide salary incentive program in which permanent salary increases that are taxable by the Federal Internal Revenue Service are given for educational accomplishments is not considered a duplication of LEEP benefits.

54.-59. RESERVED.

SECTION 2. IN-SERVICE ELIGIBILITY

60. STATE AND LOCAL ELIGIBILITY. To establish student eligibility, the institution must determine that the applicant's employing agency is eligible AND that the applicant's position is essential to the agency's primary mission and is unique to the mission.

a. Eligible state and local agencies are publicly-funded units, the PRINCIPAL ACTIVITIES of which pertain to crime prevention, control or reduction or the enforcement of the criminal law, including, but not limited to police efforts to prevent, control or reduce crime or to apprehend criminals; activities of courts having criminal jurisdiction and related agencies; activities of corrections, probation or parole authorities, and problems relating to the prevention, control or reduction of juvenile delinquency or narcotic addiction. Agencies which are primarily responsible for enforcement of civil, regulatory, or administrative law are ineligible.

b. To qualify for a LEEP grant, an employee of an eligible agency must be a sworn officer or person whose principal responsibilities are unique to the criminal justice system and are essential in the performance of the agency's primary mission. The agency must be able to document the employee's functions. Cadets are ineligible.

c. Supportive Employees. Persons whose principal official responsibilities are supportive, such as those that involve typing, filing, accounting, office procedures, purchasing, stock control, food service, or building, equipment or grounds maintenance are not eligible for LEEP grants regardless of where these functions are performed. Occasionally an agency operates an established career ladder or upward mobility program through which selected employees are chosen for advancement to positions which qualify under paragraph 60b. If the program requires completion of formal training that includes academic course work, employees participating in that program are eligible for grants. The agency must provide documentation substantiating the employee's participation in the program.

d. Retroactive Provisions. A student who prior to July 1, 1975 received a LEEP grant under the provisions of paragraph 60a but who does not qualify under paragraph 60b, may continue to receive a grant provided the following conditions prevail:

(1) The student has continued to qualify each year as a returning recipient under provisions of paragraph 82b,

(2) The student retains the eligibility under paragraph 60a which pertained previously, and

(3) The student is still pursuing the immediate degree objective previously identified.

e. SPA Personnel. A full-time, non-supportive professional employee of a State Planning Agency or of an SPA regional or local unit is eligible for a LEEP grant.

f. College Campus Police. A member of a campus police force in a public institution is eligible for a LEEP grant if he/she possesses under authority of state or local law either concurrently with or in lieu of the jurisdictional law enforcement agency, full powers to enforce the criminal statutes, including the power to make arrests, on or off campus.

g. Eligibility Questions. Primary responsibility for determining eligibility rests with the collegiate institution. Eligibility questions or appeals should be referred first to the program director of the school's crime-related studies. Questions or appeals beyond that should be referred to OCJET. The institution must retain full documentation of decisions made in these questionable cases.

61. TEACHERS ELIGIBLE FOR IN-SERVICE AWARDS. Full-time teachers of courses in crime-related degree programs in public or private institutions of higher education which are eligible to receive LEEP funds shall be eligible to receive LEEP grants. (See appendix 8 for typology of crime-related degree programs.)

62. FEDERAL ELIGIBILITY. Federal employees cannot receive LEEP grants. The spirit and intent of LEEP, and LEAA generally, is to assist state and local personnel. Because other educational assistance programs are available to Federal employees, including programs encouraged by the Government Employees' Training Act, such employees cannot receive LEEP grants. A Federal employee who received a LEEP grant prior to July 1, 1975, may continue to receive grant funds provided that all of the following conditions are met:

a. The student is still pursuing the immediate degree objective previously identified.

b. The student was a returning recipient in FY 1975 and has continued to qualify each year as a returning recipient under provisions of paragraph 82b.

c. The student retains the employment eligibility which qualified him/her for the fiscal year 1975 grant.

63. FULL-TIME EMPLOYMENT STATUS. To be eligible for LEEP as an in-service student, the student shall maintain full-time employee status (a minimum of 30 hours per week) in a publicly-funded agency or full-time status as a teacher of courses in crime-related degree programs. (See appendix 8.) A student who is in an officially organized cadet program is not eligible for a LEEP grant. Each student shall certify his/her status as a permanent, full-time employee of a criminal justice agency.

64. LEAVE STATUS. Personnel on full-time leave of absence are considered employees of an agency and are eligible for LEEP grants.

    a. For LEEP purposes, leave classifications include leave of absence for temporary disability, for recuperation and for academic leave. Neither terminal leave or leave for military service is an acceptable leave-of-absence category. In the case of criminal justice teachers, the "agency" is the employing college or university, and the academic leave is a sabbatical. (Leave status indicates a contract or certain commitment from the employer for the employee to return to the agency at the same or higher grade, rank or salary level.) To qualify as academic leave the period of authorized absence must be full-time and must be not less than one regular term of the academic year. (See appendix 2, page 1.)

    b. The institution must receive and retain agency verification of the student's status and its estimated duration if a student is on leave.

65. TWO-YEAR GRANTEE OBLIGATION. Grant funds shall be advanced only to an in-service applicant who enters into an agreement with the Department of Justice to remain in full-time criminal justice employment for a period of two years following completion of any course for which grant funds are advanced. This provision is effective for grants for which the period of obligatory employment commences after June 30, 1973. In other words, if the course completion date is July 1, 1973 or later, the provision applies as stated herein. The employment agreement is part of the note form. The student who fails to remain with criminal justice employment the required length of time must repay the grant plus interest. See paragraph 114.

66. TEMPORARY EMPLOYEES. A temporary employee or regular employee of a temporarily funded program is not eligible for a LEEP grant or in-service loan.

67. QUASI-PUBLIC OR PRIVATE AGENCIES. Employees of private or quasi-public organizations are not eligible for LEEP grants. Quasi-public organizations are those whose administrative control or charter authorization is non-public, even though the agency financial support

is partially or primarily public. This category is most likely to apply to detention and rehabilitation service organizations such as child care centers, narcotic treatment centers, halfway houses, and release centers. Receipt of LEAA funds for purposes other than LEEP does not qualify a private agency for LEEP grants for its employees.

68-70. RESERVED.

SECTION 3. PRESERVICE ELIGIBILITY

71. ENROLLMENT. Preservice loan recipients must be enrolled in a crime-related degree program (See appendix 8 for definition.) administered by a full-time coordinator or director at an institution approved for preservice participation. The crime-related program for which the student enrolls must be responsive to human resources development needs as identified through systematic, comprehensive planning processes. Preservice pre-law students or pre-service candidates for law degrees are ineligible for LEEP loans.

72. PRESERVICE FUNDS. The aggregate dollar assistance that may be awarded by an institution during the program year to new preservice applicants shall be specified as part of the Grant Award in the form of a SPECIAL CONDITION.

73. LOANS TO PARTICIPANTS FUNDED UNDER PREVIOUS GUIDELINES. LEEP institutions that do not comply with provisions of paragraph 12c may continue to make loans to preservice students who participated in LEEP prior to July 1, 1975, provided that all of the following conditions are met:

a. The student is still pursuing the immediate degree objective previously identified.

b. The student has continued to qualify each year as a returning non-transfer recipient under paragraph 82b

c. All other preservice eligibility requirements prevail.

74. PRESERVICE LOAN RECIPIENTS.

a. Status. In order to receive funds a new preservice student must qualify as having at least second-year academic status.

b. Commitment. Students shall be committed to obtaining full-time employment in a criminal justice agency.

c. Criteria for Selection. Before LEEP loan assistance is made available to preservice students, the institution must establish criteria for accepting students to participate in the preservice loan program. A statement of these criteria must be available to

LEEP program monitors. In identifying these criteria, consideration should be given to the following:

(1) Successful completion of some criminal justice or criminology courses prior to LEEP participation.

(2) Demonstrated scholastic ability.

(3) Prior or current employment or volunteer experience in some aspect of criminal justice (which can be considered as a demonstration of commitment).

(4) Scheduled participation in the internship program sponsored by the LEEP institution.

75. PRESERVICE COUNSELING

a. Entrance Counseling. At the time of entering the academic program, preservice students shall be counseled fully regarding the following matters:

(1) The student's potentiality for successful service in the criminal justice system, including consideration of:

(a) Educational requirements

(b) Physical and health requirements

(c) Character qualifications and general characteristics which can be expected to qualify or disqualify him/her for future criminal justice employment.

(2) An examination of the student's sincerity of occupational intent.

(3) A discussion of course work and degree plans.

(4) A clear understanding of the student's repayment responsibility upon failure or inability to obtain employment in the criminal justice system upon completion of course work.

b. Counseling Records.

(1) Institutions shall certify in writing that the counseling required in paragraph 75a has occurred. This certification shall be countersigned by the student and retained in the institution's files.

(2) Institutions shall retain documentation on preservice applicants who are denied LEEP loans as well as those who are awarded LEEP loans.

76. PRESERVICE LOANS FOR TEACHER PREPARATION. A full-time student who is preparing for a career as a full-time teacher of courses in a crime-related field of study (listed in appendix 8) is eligible for a LEEP loan. Such students must meet all other eligibility criteria which pertain.

77-80. RESERVED.

CHAPTER 5. DETERMINING STUDENT AWARDS

SECTION 1. FUNDING AVAILABILITY AND PRIORITIES

81. TYPES OF FINANCIAL AID AVAILABLE. LEEP provides two types of financial aid to criminal justice students enrolled in colleges and universities.

a. Grants for in-service students to pay for tuition, mandatory fees, and books, not to exceed $400 semester or $250 per quarter for part-time or full-time study of degree-creditable courses in crime-related programs or programs in the behavioral, managerial or social sciences.

b. Loans not to exceed $2,200 per academic year for full-time study in degree programs approved by the Administration. See appendix 8 concerning authorized programs for preservice students.

82. PRIORITIES. Institutions shall assign LEEP awards to students in accordance with the priority classifications in this paragraph and maximum eligibility provisions set forth in paragraph 83. Loans cannot be approved for students in category 5 or category 8 unless the institution meets the standards in paragraphs 12c through 18.

a. Order of Priorities.

(1) Returning applicants who are state or local criminal justice personnel on academic leave

(2) Returning in-service LEEP recipients

(3) Transfer in-service LEEP recipients (as defined in paragraph 82c)

(4) Returning preservice LEEP recipients

(5) Transfer preservice LEEP recipients (as defined in paragraph 82c)

(6) New applicants who are state or local criminal justice personnel on academic leave, including eligible teachers and excluding candidates for law degrees

(7) New applicants who are state or local criminal justice employees including eligible teachers and excluding law degree candidates

(8) New eligible preservice applicants, excluding pre-law students and candidates for law degrees

(9) All in-service applicants who are candidates for law degrees

b. Returning Recipients. The term returning recipients, as used herein, refers to those students who participated in LEEP at the same insti-

tution during the previous academic term or during the preceding program year. Excluded from this definition are students who are commencing graduate study. Such students must compete for funds in categories 7, 8 or 9.

c. Transfers. For purposes of implementing the LEEP priorities, transfers are students who have progressed to the associate degree level and who therefore must transfer from a two-year institution to a four-year institution in order to continue progress toward the baccalaureate degree. They must be baccalaureate degree candidates at the second institution. Exception may be granted to the above requirements in special situations IF approved in writing by LEAA.

d. Exceptions. Exceptions to implementing the order of priorities may be authorized by LEAA. Funds may be approved for specified groups of students enrolled in programs that comply with provisions of paragraphs 12 through 18 and that serve identified human resource needs. Such exceptions must be defined in a SPECIAL CONDITION to the institution's Grant Award document. See paragraph 83b(2) below regarding implementation.

83. FULL ELIGIBILITY.

a. Definition. Full grant eligibility is the cost of tuition, fees, and books, not to exceed $250 per quarter or $400 per semester. Full loan eligibility is the cost of tuition, fees, and books, not to exceed $733 per quarter or $1,100 per semester. Book costs may be excluded from full eligibility coverage upon written approval of LEAA.

b. Meeting Maximum Eligibility. The full eligibility of all applicants for the complete program year must be met in descending order of priorities. Awards shall not be prorated except as noted below.

(1) When funds are inadequate for meeting the full eligibility of all students in any given priority group, applicants in that group shall be assisted on a first-come, first-served basis.

(2) If the institution is authorized to expend funds under the provisions of paragraph 82d, the Grant Award document may specify that not all new applicants in higher priorities must be assisted before the excepted applicants receive awards.

(3) There is ONE EXCEPTION to the prorating ruling. With LEAA written approval, ONE group of awards may be prorated, BUT ONLY IF funds are insufficient to serve the full eligibility

of all returning and transfer students. In this instance, awards may be prorated in the last group that can be served within the first five priority classifications, and no awards can be made to new applicants.

c. Adjusting Awards. The method used for pro-rating awards must be approved in writing by OCJET. Accepted pro-rating procedures include the following:

(1) Limiting awards to a predetermined number of credit hours per person,

(2) Assigning each eligible applicant a set percentage of his/her maximum eligibility.

d. First-come, First-serve Procedures. To process application forms on a first-come, first-serve basis, the institution must sequentially number the applications in order of receipt. Such applications shall be retained until the student can be assisted or until he/she terminates enrollment at that institution or ceases to qualify for LEEP. For purposes of sequentially recording applications, institutions may use their own forms in lieu of the LEEP-3.

84. PLANNING FOR PRIORITIES. The institution is expected to plan to assist all returning students for the entire grant period before assisting new applicants. Only the number of new applicants that can be assisted for the remainder of the grant period from the funds available should be funded in any given academic term.

a. Application Schedules. Institutions should notify their local law enforcement communities of registration deadlines and of LEEP application calendars.

b. Reservation of Funds. It would be unrealistic to impose early application deadlines on in-service applicants because of the nature of their employment schedules. Accordingly, four weeks before registration begins, institutions should reserve some LEEP funds for late in-service applicants. The amount reserved should relate to the number of late in-service applications which historically have been filed during the days immediately preceding registration.

SECTION 2. DETERMINING GRANTS

85. ELIGIBILITY. The grant program is restricted to in-service criminal justice personnel as defined in chapter 4.

86. GRANT AMOUNTS. No grant can exceed the statutory limit of $250 per academic quarter or $400 per semester.

a. Whole Dollars. All grants must be issued in whole-dollar figures. If actual costs are not whole dollars, the grant shall be rounded downward. E.g., if tuition, fees and books cost $215.97, the grant will be $215 and only $215 will be entered on the institutional account or disbursed to the student.

b. Minimum Awards. If a student does not qualify for at least $20 in any single academic term, no award can be assigned.

c. Academic-Year Maximum Grant. The academic-year maximum student grant is $750 for students enrolled in institutions which operate on a quarter schedule and $800 for students enrolled in institutions which operate on a semester schedule.

87. GRANT COVERAGE. Grant funds shall be used only to cover the cost of tuition, mandatory fees, and books.

a. Mandatory fees shall be interpreted to mean only those essential fees (laboratory, activity, out-of-state) which are assessed by the institution to all students, as outlined in the institution's catalog.

b. The cost of supplies or transportation cannot be paid from LEEP funds.

c. Retroactive awards are not permitted with LEEP monies. Costs incurred in a prior academic term cannot be carried forward for payment in the current period.

d. Expenses incurred incident to the initial filing of the application for admission to the institution, such as testing and application fees, cannot be paid by LEEP funds.

e. Advance Costs. A payment required by the institution in advance of the official registration day but creditable against the cost of tuition may be covered by the grant.

f. Book Costs. Grant coverage for the cost of books shall be a flat whole-dollar rate per term or per credit hour. This rate shall be determined by the institution on the basis of current average costs for books required in courses for which most students enroll.

88. GRANTS FOR INTERSESSIONS. An eligible in-service employee enrolled in one course which constitutes a full-time interim term may receive a grant for tuition, books, and any special fees charged for the course. Such a student shall not receive more than the maximum grant per academic year ($750 a year for institutions having quarters and $800 a year for institutions having semesters). E.g., the student may receive up to $400 (not to exceed tuition, books, and fees) for any one semester or interim term, but shall not receive more than $800 for any academic year (two semesters AND the interim term).

89. SUMMER STUDY. In summer sessions, the grant shall be limited to the cost of tuition, mandatory fees, and books, NOT TO EXCEED $250 for the equivalent of a quarter's course work or $400 for the equivalent of a semester's course work. The summer grant may be in addition to the academic-year maximum grant of $750 for students enrolled in institutions which operate on a quarter schedule or $800 for students enrolled in institutions which operate on a semester schedule.

90. NO NEEDS TEST FOR GRANTS. Grant funds shall be awarded without regard to financial needs.

SECTION 3. DETERMINING LOANS

91. ELIGIBILITY. Any full-time student who meets the qualifications in chapter 4 is eligible for a LEEP loan, not to exceed $2200 per academic year.

92. LOAN AMOUNTS. The loan shall not exceed $1100 per semester or $733 per quarter. In no case can a preservice student receive more than one year's equivalent of LEEP assistance toward an associate degree or more than three years' equivalent of LEEP assistance toward a baccalaureate degree. (Refer to paragraph 45f.)

a. Whole Dollars. All loans must be issued in whole-dollar figures. If actual costs are not whole dollars, the loan shall be rounded downward. That is, if tuition, fees and books cost $425.96, the award shall be $425, and only $425 will be entered on the institutional account or disbursed to the student.

b. Minimum Award. A student must qualify for at least $20 in any single academic term in order to receive an award.

93. LOAN COVERAGE. Loan funds shall be used only to cover the cost of tuition, mandatory fees and books. All stipulations set forth in paragraphs 87a through f shall apply to loans.

94. LOAN AMOUNTS FOR INTERSESSIONS. In determining loan amounts, a single course which constitutes a full-time interim term is considered as part of the normal academic year. No loans shall be made separately for the period between semesters, but loans assigned to full-time students during and for a semester may include costs incurred in the interim terms, up to the maximum of $1100 per semester. Enrollment in an interim term only without enrollment in either the preceding or following semester does not constitute full-time enrollment.

95. SUMMER STUDY.

a. Eligibility. A student enrolled full time in summer session is eligible for a loan provided he/she was a full-time student in the term immediately preceding summer school.

b. Amount. The amount a summer session student borrows may be in addition to the $2200 which was borrowed for the regular academic year. In summer sessions, the loan shall be limited to the cost of tuition, mandatory fees and books, NOT TO EXCEED $733 for the equivalent of a quarter's course work or $1100 for the equivalent of a semester's course work.

96. FINANCIAL NEED ASSESSMENT FOR LOANS. A loan shall be assigned to cover the costs of tuition, mandatory fees and books without regard to financial need. The loan shall not exceed the cost of tuition, mandatory fees and books EXCEPT in the case of an in-service employee on ACADEMIC LEAVE who demonstrates financial need for additional assistance. Special effort shall be made to provide adequate LEEP funds to in-service students on academic leave. The assessment of financial need for these students shall take into full consideration the cost of school supplies and transportation as well as the extent to which the family income has been reduced by student status. In no case shall the amount of the loan exceed $2200 per academic year.

SECTION 4. CONCURRENT RECEIPT OF GRANT AND LOAN

97. ELIGIBILITY. A full-time student employed full-time by a criminal justice agency or on academic leave from such agency is eligible to receive both grant and loan funds.

98. COVERAGE. The combined award cannot exceed the cost of tuition, mandatory fees and books unless the applicant is an in-service student on academic leave with demonstrated financial need for additional funds. In the latter case, the combined award cannot exceed either the amount of financial need or the statutory maximum for a grant plus $1100.

99. CHOICE OF SINGLE FORM OF ASSISTANCE. Some in-service students prefer to limit their obligations to those of one program rather than two. That is, they prefer all assistance to be under the loan program rather than in the form of grant and loan. Such use of funds is permissible.

100.-109. RESERVED.

CHAPTER 6. RECIPIENT OBLIGATIONS AND REPAYMENT PROVISIONS

SECTION 1. GENERAL RESPONSIBILITIES

110. APPLICATION FOR ASSISTANCE. Students should apply for LEEP assistance at the time of application for admission to an institution of higher education.

a. Application Forms. Students shall accurately complete appropriate parts of the LEEP Student Certification and Note (LEEP-3). Spaces for entering amount of award (Part 3 of LEEP-3) shall be completed by the institutional representative. (See sample form in appendix 7.)

b. Updating Certification Data. Recipients of LEEP assistance shall promptly notify LEAA through the institutional representative of all changes in name, address, student status, including change of institution and employment.

111. ACADEMIC LEAVE OF ABSENCE FOR IN-SERVICE STUDENTS. An in-service student who seeks leave status should apply for and receive written approval for academic leave of absence from the employing agency for full-time study before applying for admission to the collegiate institution.

112. PRESERVICE STUDENT OBLIGATIONS.

a. Application Deadlines. Preservice students should apply for LEEP early so that the institution can have a firm idea of how many preservice students are requesting aid. Institutional application deadlines may be as early as six months before opening fall enrollment.

b. Career Counseling. The preservice student shall commit himself or herself to a career in criminal justice in order to qualify for loan assistance. The student should counsel with institutional officials and potential employers to obtain guidance regarding educational, physical, age and other agency qualifications needed to satisfy future initial employment requirements.

c. Employment Obligations. The preservice student is obligated to seek and obtain full-time employment with a publicly funded law enforcement and criminal justice agency after completion or termination of the educational program, or else must repay the LEEP loan within the terms of the notes. (See section 3, page 31.)

SECTION 2. GRANT OBLIGATIONS AND REPAYMENT

113. TWO-YEAR OBLIGATION. Grant funds will be advanced only to an in-service applicant who enters into an agreement with the Department of Justice to remain in full-time criminal justice employment for a period of two years following completion of any course for which grant funds are advanced.

a. The 1973 statutory change in the employment requirement set forth in Guideline Manual 5200.1A, 5200.1B, and 5200.1C is effective for all student notes for which the course completion date is after June 30, 1973. All other notes are subject to the provisions of the Omnibus Crime Control and Safe Streets Act (P.L. 90-351) as amended by the Omnibus Crime Control Act of 1970 (P.L. 91-644). Before the 1973 amendment, a grant recipient was required to remain with the same employing agency for two years.

b. The two-year obligation is interpreted to mean two complete, continuous years after completion of a LEEP-supported academic term. The date for determining the beginning of any two-year period of obligatory employment will be the date verified as the course completion date by the institution. Each grant has a separate repayment period, and repayment periods sometimes overlap.

114. REPAYMENT UPON EMPLOYMENT TERMINATION. Grant recipients who terminate full-time criminal justice employment before serving the required length of time shall begin repayment of grants for which the two-year service obligation has not been fully completed. Upon such conditions, a student is obligated to repay the FULL amount of grant funds advanced to him/her plus interest. No pro-rating of employment credit will be allowed for completion of a fraction of the two-year employment obligation period.

115. EMPLOYMENT CREDIT EARNED AS STUDENT. A student who is employed full time as a criminal justice officer or an officer on leave of absence is entitled to employment credit while in school. Ongoing employment is credited against each grant awarded in previous academic terms. A student may enroll for a new academic year, continue his/her employment, and be earning employment credit on the earlier grants.

116. EMPLOYMENT CREDIT FOR TEACHERS. Full-time criminal justice teachers in collegiate institutions are entitled to employment credit for teaching service which complies with the provisions set forth in paragraph 61. In such a case, the "employing criminal justice agency" may mean the criminal justice college, school, or department of the employing educational institution. Otherwise, the provisions of paragraphs 113 through 115 apply.

117. WITHDRAWAL, FAILURE, INCOMPLETE STUDY. Failure to complete satisfactorily any course for which a grant has been advanced does not cancel the student's obligation with regard to repayment of funds used to support that course. All recipients, whether they pass, withdraw from study, or fail, enter the two-year obligatory employment period on the date verified by the school as the course completion date. LEEP funds should be denied a student who has accumulated a record of failures, withdrawals and/or incompletes. See paragraphs 147a through c concerning award adjustments for students who withdraw.

118. GRANT REPAYMENT PROVISIONS.

a. Payment Computation. Repayment of grants for failure to complete required employment shall include a seven percent simple interest charge per annum on the outstanding principal. Minimum payments of principal and interest shall be $50 monthly, payable quarterly.

b. Repayment Period. When the grantee defaults on the employment obligation, he/she enters repayment status the first day of a calendar month after terminating full-time criminal justice employment. The total repayment period shall not exceed ten years.

c. Disability, Death, Bankruptcy. Disability, death, bankruptcy and hardship provisions applicable to loan cancellation also apply to defaulted LEEP grants. See paragraphs 123 through 125 and 126c.

SECTION 3. LOAN CANCELLATION AND REPAYMENT

119. LOAN CANCELLATION FOR EMPLOYMENT. Forgiveness of indebtedness for full-time criminal justice service is provided for in the Act:

> "the total amount of any ... loan, plus interest, shall be canceled for service as a full-time officer or employee of a law enforcement and criminal justice agency at the rate of 25 percentum of the total amount of such loans plus interest for each complete year of such service or its equivalent of such service, as determined under regulations of the Administration."

Qualification of employment for loan cancellation shall be determined by LEAA.

120. CANCELLATION EARNED AS STUDENT. A student who is a full-time criminal justice employee as defined in this Guideline Manual is entitled to employment credit while in school. Ongoing employment is credited against loans awarded in previous academic terms.

121. TEACHER ELIGIBILITY FOR LOAN CANCELLATION. Certain teachers qualify for 25 percent loan cancellation. To earn cancellation, a former borrower must be a full-time teacher of courses in a crime-related degree program in a collegiate institution which actually receives LEEP funds.

122. CERTIFICATION OF TEACHER ELIGIBILITY. A teacher eligible for loan cancellation shall submit to LEAA certification of the following by the chief administrative officer of the department in which he/she teaches:

a. Name of college, school, or department and name of the academic program.

b. That teaching service covers a complete academic year (or its equivalent). A complete academic year of teaching service shall be comprised of any two complete and successive half-years, not including a summer session. Teaching full time during the second half of one academic year and the first half of the following academic year shall be considered as a complete academic year of teaching.

123. LOAN CANCELLATION FOR DISABILITY. A borrower's loan(s) shall be cancelled for permanent and total disability.

a. Definition. Permanent and total disability normally is construed to mean inability to engage in any substantial gainful activity because of a medically determinable impairment which is expected to continue for a long and indefinite period of time or to result in death.

b. Determination. A student's qualification for cancellation on a disability basis will be determined by LEAA, based on medical information supplied by the borrower. A LEEP-13 form should be obtained from the Office of the Comptroller, completed by the recipient and his/her physician, and returned to the Office of the Comptroller. (See paragraph 140i.)

124. DEATH. A borrower's loan(s) shall be cancelled upon his/her death if a certificate of death or other official proof is filed with LEAA.

125. BANKRUPTCY. If a LEEP recipient's indebtedness is due and payable at the time of bankruptcy adjudication, the indebtedness may be cancelled or a claim filed.

a. Recipient Earning Cancellation or Employment Credit. If the recipient is earning annual loan cancellation or employment credit on any grant at the time of filing for bankruptcy or insolvency, his/her LEEP liability is considered to be contingent and unliquidated. Therefore, a legal determination of bankruptcy or insolvency will not affect the LEEP obligations.

b. Notification. Official notice of a determination of bankruptcy or insolvency must be filed with LEAA.

126. DEFERMENT OF LOAN REPAYMENT.

a. Armed Forces Service. Interest shall not accrue and installments need not be paid for a period not to exceed four years on any loan awarded prior to August 1, 1978. Loans awarded after July 31, 1978 are not subject to these repayment deferment provisions UNLESS the borrower is a CONSCRIPTED member of the Armed Forces of the United States. To obtain deferment, a copy of DD-214 (Armed Forces of the United States Report of Transfer or Discharge) must be submitted to the LEAA Office of the Comptroller, Accounting Division.

b. Continuing Student Status. As long as a borrower is a full-time student, even though he/she may transfer to another institution, no loan repayment is required and no interest accrues.

c. Undue Hardship. A borrower who is unable, due to extraordinary circumstances, to comply with the repayment obligation may apply to LEAA for deferment of repayment. Interest will continue to accrue even though repayment may be deferred.

127. LOAN REPAYMENT PROVISIONS.

a. Repayment Phase. A LEEP loan enters the repayment phase when a borrower ceases to be a full-time student. If a borrower fails to complete or withdraws from the program in which he/she is enrolled or if the borrower becomes a part-time student, the loan enters the repayment phase.

b. Repayment Requirement. Loan repayment is required if after loss of full-time status a borrower is not employed by a criminal justice agency.

c. Grace Period. This is the time between which the borrower terminates full-time student status and the repayment period begins. During this period, no payment is required and no interest accrues. The LEEP grace period is of six months duration and applies only to the loan.

d. Computation of Payments. A LEEP borrower agrees to repay the principal amount of his/her loan plus simple interest within ten years after the repayment period begins, or within a shorter period if indicated. Interest accrues at the rate of seven percent per annum on the unpaid loan balance, but only during the period of repayment. Repayment must be not less than $50 per month, paid in regular quarterly installments of $150. The first payment is due nine months after a student ceases to be enrolled full time.

128. ELIGIBILITY FOR LOAN CANCELLATION. The following is a listing of types of employment that qualify for loan cancellation:

a. Employees of State, local or Federal public law enforcement agencies that have as their primary function the enforcement of criminal law. Included at the Federal level are all criminal investigators classified in Series 1811. Military police are excluded.

b. Employees of local, State or Federal public court systems who are directly responsible for the processing of criminal cases.

c. Employees of any local, State or Federal public correctional, probation or parole agency or organizational unit which is responsible for the direction, supervision, training, care or rehabilitation of the incarcerated or other persons who are subjects of court action. Juvenile correctional agencies are included.

d. Employees of public regulatory agencies (i.e., fish and wildlife, park rangers, etc.) who exercise full peace officer powers as part of their general responsibility of enforcing criminal law.

e. Employees of publicly-funded rehabilitation centers, homes, and halfway houses for juvenile delinquents, convicted felons or narcotic addicts.

f. Employees of non-profit privately owned or quasi-public (control or financial support is partially private) criminal justice agencies, the primary mission of which pertains to juvenile delinquency prevention, court-referred juvenile delinquents, convicted felons or narcotic addicts.

g. Professional employees of State Planning Agencies established pursuant to Title I of the Act and their regional or local planning units.

h. Professional employees of LEAA.

i. Professional employees of local, State or Federal agencies which are responsible for planning programs for the prevention of narcotics addiction and juvenile delinquency.

j. Teachers in institutions of higher education that receive LEEP funds who teach full-time in a crime-related degree program as defined in appendix 8 of this Guideline Manual.

129. ELIGIBILITY CAVEAT. Loan cancellation eligibility cannot be equated with grant eligibility. They are not always the same.

130-134. RESERVED.

CHAPTER 7. PROGRAM ADMINISTRATION PROCEDURES

SECTION 1. GENERAL ADMINISTRATION

135. LEEP APPROPRIATION. The Congress annually appropriates funds to support LEEP in response to a request in the President's budget and authorizing legislation. Until Congress takes action on the appropriation request, the amount available for LEEP in a given year is not known. Under such circumstances, the initial funding of institutions will be determined under a Continuing Resolution. The Continuing Resolution authorizes LEAA to commit funds at the level of the previous fiscal year's expenditures or the level of the President's budget request, whichever is less.

136. FUND DISTRIBUTION. Neither a statutory nor administrative allotment formula governs LEEP fund distribution. Consideration is given to state percentages of gross population and criminal justice practitioners, the dollar requirements for returning students, and institutional records of financial management. Distribution of funds not required for returning students is based primarily on the availability of quality educational programs responsive to criminal justice human resource needs identified through a comprehensive analysis and planning process.

137. INSTITUTIONAL APPLICATION. Institutional applications for LEEP funds shall be submitted annually to OCJET. Applications shall be submitted by institutions already participating in the program as well as by those making their first application. Questions concerning the application should be directed to OCJET or to the State Planning Agency if LEAA so directs.

138. LEEP TERMS OF AGREEMENT. Three copies of Form LEEP-2, LEEP Terms of Agreement, shall be prepared by the institution upon entry into the program or as required subsequently by LEAA. The original and one copy will be signed by an institutional official who is authorized to contract for the institution. The signed copies shall be submitted to OCJET. THE THIRD COPY SHALL BE RETAINED BY THE INSTITUTION until a copy which has been executed by the Director of OCJET is returned for retention in the institution's permanent files.

139. AWARDS TO INSTITUTIONS.

a. LEEP Program Year. The usual institutional LEEP grant is awarded for a program year that extends from August 1 through the following July 31. The program year and the Grant Award period are usually the same.

b. LEEP Grant Awards. An official LEEP Grant Award document (LEAA Form 4000/9) notifies each institution of the amount and period of the award. The Grant Award is a binding commitment on the part of LEAA. LEAA is obligated to make funds available on an "as needed" basis for the full amount of the award, as amended. The acceptance of the grant by the institution creates a legal

obligation on the part of the institution to use the funds for student grants or loans in accordance with the conditions of the Grant Award and the provisions of the Guideline Manual. Any funds improperly applied and/or all unused funds shall be refunded to LEAA. Refer to paragraph 150.

c. Use of LEEP Funds. Institutional funds can only be expended within the grant period specified on the Grant Award document. The institution is expected to plan fund utilization to assist all returning students for the entire grant period before assisting new applicants.

(1) The "Amount Awarded to Date" shown on the latest Grant Award document is the maximum amount available for utilization. Under no circumstances can the total of student loans/grants in a grant period exceed the amount shown in the "Amount Awarded to Date" block on the most recent Grant Award document.

(2) The Date of Note on the executed LEEP-3 determines the program year to which the note is applied. The Date of Note (the date the course begins) must fall within the period of the Grant Award.

(3) LEEP funds CANNOT BE RESTRICTED for the exclusive use of students attending a particular division, school or department of a college or university if there are available other programs which meet the requirements set forth in chapter 2 and 3 UNLESS the Grant Award document so specifies.

(4) Funds can be advanced to students solely to cover costs incurred through course enrollment as follows: tuition, books and fees, and financial need as specified in paragraph 96.

d. Administrative Costs Not Allowable. The institutional award consists of funds for student grants and loans only, subject to restrictions set forth in the Grant Award document. Funds cannot be used for administrative cost reimbursement.

e. Adjustments to Grant Awards. The institutional award may be increased or decreased during the program year. A supplemental Grant Award document will be issued to effect an increase to the Grant Award, and a Grant Adjustment Notice will be issued to decrease the Grant Award. This deobligation may necessitate a return of funds previously received by the institution. Institutional requests for changes in awards should be addressed to OCJET.

f. Close Out of Program Year Institutional LEEP Acounts. All funds disbursed to the institution must be accounted for with executed notes and/or refund of unexpended dollars. The institutional LEEP account must be closed out at the end of the grant period in accordance with accounting procedures set forth in this Guideline Manual. Refer to paragraph 150 especially.

SECTION 2. THE LEEP SYSTEM FORMS

140. FORMS FOR CENTRALIZED SYSTEM. The Law Enforcement Education Program centralizes the handling of billing and collections and maintenance of institutional and student accounts. All forms except LEEP-1, LEEP-2, LEEP-3 must be requested from the Office of the Comptroller. The following forms are required for program operations. (Sample forms appear in appendix 7.)

a. LEEP-1. The LEEP Institutional Application is the program-year application to participate in the program.

b. LEEP-2. The LEEP Terms of Agreement when executed is a legal agreement between LEAA and the LEEP-participating institution. (See paragraph 138.)

c. LEEP-3. The LEEP Student Certification and Note is the form to complete for the student award transaction at any given institution. (See paragraph 141.)

d. LEEP-5. The LEEP Summary and Certification Sheet is the form to be used in transmitting executed student notes to LEAA in Washington, for recording institutional expenditures by priority groups, and for recording expenditures confirmed by LEAA. (See paragraph 143.)

e. LEEP-6. The Statement of LEEP Account is a form mailed quarterly to students in repayment status; it is also used by students to inform LEAA of employment or deferment status or to request deferment, cancellation or information. (See paragraph 144.)

f. LEEP-9. The LEEP Rebate Credit form is to be filled out by the institution only in the unusual event that internal control systems fail to detect downward note adjustments until after the notes have been forwarded to LEAA in Washington. This form may never be used to increase the amount of a note. (See paragraph 147.)

g. LEEP-10. The Change in Status form, which is supplied to the institution by LEAA, shall be submitted to LEAA promptly by the institution in the event of change in student status, name, Social Security Number, or permanent address. A LEEP-10 should also be submitted each term for any previous LEEP recipient who currently is attending classes full time but is not now receiving LEEP assistance. The LEEP recipient may also submit this form to LEAA. If a LEEP-10 form is submitted to correct a Social Security Number, no other status change may appear on that particular LEEP-10.

h. LEEP-12. The LEEP Note System Control Log is to be used in conjunction with the LEEP-5 in transmitting executed student notes to LEAA in Washington. After the notes are processed by LEAA, the LEEP-12 lists the award recipient, dollar amount and reason for rejection

of each note which LEAA returns to the institution. It also shows the total number and dollar amount of notes received and processed by LEAA in Washington. Rejected notes must be corrected and resubmitted to LEAA in Washington in accordance with note transmittal procedures. (See paragraph 146.)

i. LEEP-13. This form is the Application for Cancellation of Debt on Grounds of Permanent and Total Disability. It is available from the LEAA Office of the Comptroller, Accounting Division. (See paragraph 123.)

141. FORM LEEP-3, LEEP STUDENT CERTIFICATION AND NOTE.

a. Use. The LEEP-3 must be completed each academic semester, quarter or term. All students shall contact the institution before each term begins in order to obtain LEEP funds for the subsequent term.

b. Immediate Degree Objective (Block 11). This objective is the degree that will be achieved most immediately even though the long-range goal may be higher. An application submitted to a junior college, for example, must show an ASSOCIATE degree objective.

c. Major Field of Study (Block 12). This response should indicate the kind of degree program in which the recipient is enrolled or INTENDS to enroll.

d. Certification (Block 27). The student's signing in Block 27 of the LEEP-3 acknowledges and establishes a legal obligation with the U. S. Department of Justice for a specific dollar amount.

e. Date of Note (Block 31). The Date of Note must be the date that the course begins and shall identify the program year institutional Grant Award to which the note is charged. All notes representing expenditures for a program year must contain a date which is within that program year. THIS DATE SHALL BE ENTERED BY THE SCHOOL.

f. Grant Number. Institutional Representatives must enter the Grant Number in Block 33. This number is obtained from the school's Grant Award document for the program year against which the executed notes are applied.

g. Award Amounts. Award entries in Blocks 28, 29 and 30 must be in WHOLE DOLLAR FIGURES. Changes to dollar amounts of awards after the original amount has been entered must be acknowledged by the appropriate individuals. CHANGES MUST BE IN WHOLE DOLLAR AMOUNTS.

(1) If the award is reduced through a rebate (refund to the student account), the amount of the reduction must be entered on the rebate line of the note prior to submission to Washington. The adjusted total must be recorded and the Institutional Representative must initial the transaction in the space provided for that purpose. Such rebated funds revert to the institutional account for subsequent expenditure within the program year. (See paragraph 147.)

(2) If the award is increased after the figures have been entered on the note, BOTH the student and the Institutional Representative must acknowledge the alteration by initialing all changed entries. DO NOT use the Rebate line for INCREASES in the award.

(3) DO NOT submit photocopies of corrected notes to LEAA in Washington to change amounts of awards previously submitted.

h. Restoration of Improperly Awarded Funds. Restoration of funds awarded to students in error must be made from a source other than the institutional LEEP account.

i. Comaker Requirement. A comaker who must be of majority status shall sign a separate Comaker Certification in states where the signature of a minor is not legally binding.

j. Distribution of Copies. Original copies of all executed notes shall be forwarded to LEAA in Washington, Office of the Comptroller, in accordance with provisions of paragraph 146. One copy shall be retained in the student's file at the institution for review and subsequent audit. One copy of the fully executed note shall be given to the student. A copy of the Comaker Certification, if any, shall be given to the comaker.

k. Preparation of Notes. Institutions must ensure that all notes are accurate, legible, and complete. Executed notes are the source documents for accountability of institutional funds, establishment of student liability and for collection of program information. Improperly completed LEEP-3s will be returned to the institution for correction. Such action will delay the delivery of the next advance of funds to the school and may reduce the amount of cash that will be advanced for the succeeding term. Institutions are cautioned to avoid the following common errors, the FIRST FIVE OF WHICH ARE CRITICAL and will result in return of notes to the school.

(1) Signature of student or Date of Note is missing;

(2) Dollar amount is omitted, or award is in excess of statutory limits;

(3) Student's name and/or address is missing or incomplete;
(4) Missing, illegible or inaccurate Social Security Number;
(5) Missing or inaccurate vendor code or Grant Award number;
(6) Name, title, or signature of the Institutional Representative;
(7) Date of birth is incomplete, inaccurate or omitted;
(8) Full-time or part-time student status is not indicated;
(9) Grants are improper (larger than the statutory maximum);
(10) Loans are made to part-time students;
(11) Alterations to the note modify the legal stipulations of the contract;
(12) Citizenship status is not indicated;
(13) Major field of study is not shown;
(14) Certificate or degree objective is not shown.

142. LEEP RENEWAL NOTE (LEEP-4). The use of this form has been rescinded.

143. SUMMARY AND CERTIFICATION SHEET (LEEP-5). Form LEEP-5 serves as a transmittal sheet for all executed student note forms. When the LEEP-5 is completed, the top portion of a LEEP-12 also must be completed and mailed with the LEEP-5 and notes to the LEAA Office of the Comptroller, Accounting Office. At this time a COPY OF THE LEEP-5 (BUT NOT THE LEEP-12) MUST BE MAILED TO OCJET. Failure to submit a LEEP-5 as required may result in discontinuation of funding.

a. Program Year Integrity. The schools must use separate LEEP-5s for submitting notes from different program years.

b. Grant Number. The Grant Number (Section A, item 3) must match that on the LEEP-12 and in the Grant Award document that pertains to the notes being transmitted to the LEAA Office of the Comptroller.

c. Summary of Notes Enclosed (Section B).

(1) Each program year represents a separate award. An institution begins each program year with a cash balance of zero. The first LEEP-5 of each program year will reflect a previous closing cash balance of zero. (See line 12.)

(2) The number of rejected notes (line 15 of the LEEP-5) is the total reported as rejected on all LEEP-12s received since the last LEEP-5 for the same program year was submitted.

d. Classification of Award Recipients (Section C).

(1) Refer to guideline 82a for priority classification of all notes. Do not include resubmitted notes under a priority number.

(2) Resubmitted notes are notes previously rejected by LEAA that are being transmitted by the school. Resubmitted notes must be recorded on line 29. They should not be entered on a priority line because they have been classified by priority on a previous LEEP-5.

(3) Total notes submitted in Section C must equal notes in Section B.

e. Final LEEP-5. When the last LEEP-5 for any program year is submitted to LEAA, the Institutional Representative should write FINAL in Block 11 of the LEEP-5 form. This action will initiate any needed account reconciliation processes, including deobligation of any unused funds.

144. STUDENT STATEMENT OF LEEP ACCOUNT. Form LEEP-6, Statement of LEEP Account, serves two purposes. It notifies former LEEP recipients of required quarterly repayments, and it provides LEAA a means of maintaining an up-to-date record of each recipient's current status. LEAA mails the form quarterly to recipients who are in repayment status and annually to all other LEEP recipients. All inquiries concerning individual LEEP accounts should be addressed to the Office of the Comptroller. (See address in paragraph 144d.)

a. Account Number. The student's Social Security Number becomes his/her LEEP account number. The Social Security Number shall be included in all correspondence. LEEP recipients shall notify LEAA of all changes of address, name, LEEP participation, permanent address, or incorrect Social Security Number. (See LEEP-10, paragraph 140.)

b. Initial Statement. The first loan statement will be mailed to a borrower six months after departure from full-time enrollment. The total indebtedness outstanding on more than one promissory note will be consolidated for purposes of repayment or loan cancellation for preservice students.

c. Billing. Former LEEP recipients will receive billing statements on a quarterly basis. All changes in status that affect repayment will be adjusted to one of the billing dates. Payment or a completed Certification Statement (included on the back of the LEEP-6 form) is due no later than 30 days from the date of billing.

d. Repayment. Upon receipt of a billing statement, the former LEEP recipient must either complete Sections B and C of the billing statement or send a payment to LEAA. Repayment checks must be made payable to "LEEP - Law Enforcement Assistance Administration," and the student's Social Security Number should be indicated on the face of the check. Repayment should be mailed with the carbon copy of the LEEP-6 to the following address:

Law Enforcement Assistance Administration
U. S. Department of Justice
Washington, D. C. 20531
Attention: Office of the Comptroller
Accounting Division

e. Completion of Section B. Upon receipt of the LEEP-6 the borrower or grant recipient who is NOT required to make cash repayment must complete Section B and submit the form to LEAA. On the LEEP-6, the recipient can report any of the following conditions which pertain to his/her repayment schedule:

(1) Full-time employment with a criminal justice agency.

(2) Service with the Armed Forces,

(3) Permanent and total disability,

(4) Resumption of full-time student status,

(5) Completion of two-year employment obligation, or

(6) Other circumstances justifying a request for repayment cancellation or deferment.

f. Determination of Cancellation Eligibility. Whether or not employment with a specific agency qualifies a former borrower for cancellation is determined by LEAA.

g. Recipients Entitled to Cancellation of Credit. A former LEEP recipient who is entitled to loan cancellation or employment credit on a grant should complete Section B and have Section C completed by an authorized official of his/her employing agency. The completed billing statement must be returned to LEAA, but no repayment is required.

145. LEEP SYSTEM NOTE CONTROL LOG (LEEP-12). The LEEP-12 must be submitted in conjunction with the LEEP-5 to transmit notes to LEAA in Washington (see paragraph 143). The shaded areas, and ONLY the shaded areas of the LEEP-12 must be completed by the institution. An adding machine tape or computer listing reflecting all notes in the order of their submission MUST accompany the LEEP-12. When completed by LEAA and returned to the institution, the LEEP-12 serves as a receipt for the dollar value of accepted LEEP-3s.

a. Notes Submitted. The Total Notes Submitted figure entered in the shaded area must match the Total Notes Submitted figure reported on the LEEP-5. The information on Number of Notes and Dollar Amounts represents all notes which accompany the LEEP-12.

b. Rejected Notes. The manual rejects, edit rejects, and update rejects are listed separately at the bottom of the form. To determine the total of rejected notes, subtract line 7 from line 3.

c. Submission Date. This date must match the date of certification in part D of the accompanying LEEP-5.

d. Typed Name and Phone Number of Contact at School. The person who prepares the form and can answer questions from LEAA should be listed here.

SECTION 3. PROCESSING OF EXECUTED STUDENT NOTES

146. TRANSMITTAL OF NOTES. Executed Notes are negotiable documents and must be handled accordingly.

a. Timetable for Submission. No later than 20 calendar days after the end of the rebate period for EACH ACADEMIC TERM, the institution shall forward all executed LEEP-3 forms to LEAA in Washington with a completed LEEP-5 and a LEEP-12. Failure to submit notes in a timely manner will delay disbursement of additional cash advances to the institution.

b. Mailing. The notes shall be packaged securely and sent by REGISTERED MAIL. A single wrapping is insufficient to insure delivery to LEAA. The proper mailing address is:

U. S. Department of Justice
Law Enforcement Assistance Administration
Washington, D. C. 20531

Attention: Office of the Comptroller
Accounting Division

147. REBATES.

a. Adjustments to the LEEP-3. See paragraph 141g(1). All rebates must be in whole-dollar amounts. EVERY EFFORT SHOULD BE MADE TO ASSURE THAT REBATES ARE APPLIED PRIOR TO THE SUBMISSION OF NOTES TO WASHINGTON.

b. Original LEEP-3 at Institution. When the executed student note is at the institution, the reimbursement should be returned to the institutional LEEP funds, and NOT to the student. Student notes must be adjusted to reflect the partial return of the grant or loan. Rebate alterations to the note must be initialed and dated by the Institutional Representative.

c. Original LEEP-3 at LEAA. If in an unusual circumstance a rebate is approved after the original executed student note has been forwarded to LEAA in Washington, the institution must complete and submit to LEAA in Washington, a LEEP-9, "Rebate Credit Form." This form is to be used for all rebates. If the rebate does not apply to a current program year award, the LEEP-9 must be accompanied by a refund check. LEAA will return a verified copy of the Rebate Credit form (LEEP-9) to the institution. Upon receipt of the verified LEEP-9 applicable to the current program year award, rebate funds are to be treated as positive adjustments to the

cash balance and are to be reflected as such on institutional records and the LEEP-5s. A subsequent reduction of the student file copy should be made. A period of up to four weeks should be allowed for processing of these forms. NOTE: A LEEP-9 MAY NEVER BE USED TO INCREASE THE AMOUNT OF A NOTE.

d. Check Control and Reporting System. Most institutions have instituted a check control and reporting system that alerts the appropriate office or offices when students receiving financial support withdraw from classes. This procedure is intended to assure that rebates are not given to students whose tuition is paid through a student financial aid program. It is suggested that an institution adopt such a system if one is not now in force.

SECTION 4. LEEP INSTITUTIONAL ACCOUNTING AND RECORDS

148. INSTITUTIONAL ACCOUNTING RESPONSIBILITIES. Institutions may use any auditable document or form to evidence the delivery of awarded funds to a student or student account. Institutions are responsible for assuring that all LEEP awards are used for legitimate educational expenses. Institutional records must account adequately for the utilization of LEEP funds, including interest earned on LEEP monies. Any generally accepted accounting practice, regardless of whether the institution uses a cash disbursement, accrued cost accounting or funds accounting basis, will be acceptable for audit purposes. It is suggested, however, that a voucher system be used in lieu of accomplishing transactions by cash or checks. This is to ensure that LEEP funds are used for educational expenses only.

149. INTEREST EARNED ON LEEP FUNDS. Any interest which accrues on LEEP Federal funds must be returned by separate check to the Office of the Comptroller in Washington, D.C., together with the submission of the LEEP-5, Summary and Certification Sheet. Checks must be made payable to "LEEP - Law Enforcement Assistance Administration." The institutional vendor code and the words LEEP INTEREST PAYMENT must be indicated directly on such checks. It is not intended, however, that funds NOT required for student awards remain at the institution long enough to earn interest.

150. UNUSED FUNDS AND THE RETURN OF FUNDS AT THE END OF A PROGRAM YEAR. No later than 30 calendar days after the end of the grant award period, all unused funds shall be returned to LEAA. All refund checks (excluding interest checks) should be in whole dollars. If an institution is unsure of the exact amount, contact the LEAA Office of the Comptroller, Accounting Division in Washington prior to check writing.

a. A check for the unused funds, payable to "LEEP - Law Enforcement Assistance Administration," must be remitted to LEAA. The check must bear the notation "Return of Unused Funds- (grant #)"; must identify the applicable grant award number and must indicate the

vendor code. A COPY OF THE CHECK MUST BE SENT TO OCJET.

b. Unused funds are equal to the difference between total money received by the institution and the dollar value of LEEP-3 forms received and accepted by LEAA in Washington and dated within the period of the institutional grant award. Failure to refund monies required by Washington may result in discontinuation of funding.

151. AUDITS OF INSTITUTIONAL ACCOUNTS. From time to time institutional LEEP accounts will be audited for compliance with program guidelines and for fiscal accountability. Any grant or loan funds awarded to ineligible students or otherwise utilized in non-compliance with the LEEP Terms of Agreement, stipulations set forth in this Guideline Manual or with conditions otherwise specified by LEAA must be repaid to LEAA from institutional funds. As authorized by Section 521(b) of the Act, LEAA shall have access for auditing and examination purposes to any books, documents, papers, and records of the recipients that are pertinent to the grants received. Pursuant to U.S. Public Law 93-380, the Education Amendments of 1974, students' records may be released in connection with a student's application for, or receipt of financial aid without requiring the written consent of the student or parent [Sec. 438 (b)(1)(D)].

152. MAINTENANCE AND RETENTION OF RECORDS. All accounting records and documentation must be retained for a period of five (5) years after the close of the program year in which a transaction occurred.

a. In addition to normal accounting records maintained by the institution, documentation of student awards should include at least the following:

(1) Institutional copy of LEEP-3, LEEP Student Certification and Note;

(2) Documents supporting the actual cost of tuition, books, fees, programs offered and rebates;

(3) Needs analysis documents for loans made on the basis of financial need;

(4) Any correspondence from the Department of Justice concerning a specific student or institutional LEEP procedures;

(5) Certification of preservice counseling, countersigned by the student. (See paragraphs 74a and b);

(6) Documentation of criteria for selection of new preservice students. (See paragraph 73c);

(7) Written evidence from criminal justice agency verifying employee's leave status and its estimated duration;

(8) Written approval from LEAA to use LEEP funds in support of a specific seminar, institute or workshop;

(9) Institutional letters on file substantiating full transferability of seminar, institute or workshop courses for which LEEP support is given;

(10) Written evidence of LEAA approval for using LEEP funds for off-campus courses, extension courses and external degrees.

(11) Documentation of justification for less than maximum awards;

(12) Documentation verifying other special eligibility (such as campus police, or students involved in campus unrest activities);

(13) Evidence to show returning students who are being funded under the retroactive provisions of this Guideline Manual continue to be eligible to receive LEEP assistance as set forth in paragraphs 30c, 60d and 72.

(14) Documentation required under the guidelines set forth in the 1971 edition of the LEEP Manual.

153. DOCUMENTATION REQUIRED UNDER PRIOR GUIDELINES. Certain documentation requirements set forth in the 1971 edition of the LEEP Guideline Manual have been modified or rescinded by subsequent Guideline Manuals. Institutions which participated in LEEP any time between June 30, 1971, and July 1, 1973, must retain, in accordance with provisions of paragraph 152 of this Manual, the following documentation for awards used before July 1, 1973:

a. Course Data section of each executed LEEP-3;

b. Written certification by preservice graduate student of intent to pursue a career in the field of criminal justice;

c. Letter from employing agency for eligible police or correctional officer who is studying for a law degree. Letter must recommend the study and certify that the officer meets the length of service requirement;

d. For convicted felon, documentation of Student Financial Aid Office, or other designated office, of decision to make or deny award;

e. For GRANT-ONLY institutions, documentation verifying that each student who received a loan prior to July 1, 1973, did complete at least 15 semester hours in courses directly related to criminal justice at another institution.

154. ACCESS TO RECORDS. The Comptroller General of the United States (General Accounting Office) shall have access for auditing or examination purposes to any books, documents, papers and records of recipients of Federal assistance which in the opinion of the Comptroller General may be related or pertinent to the contracts under Title 1, Part D, of the Act.

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APPENDIX 1.

CRIME CONTROL ACT OF 1976 (P.L. 94-503) TITLE I, PART D, SECTION 406(a) THROUGH (d)

"SEC. 406. (a) Pursuant to the provisions of subsections (b) and (c) of this section, the Administration is authorized, after appropriate consultation with the Commissioner of Education, to carry out programs of academic educational assistance to improve and strengthen law enforcement and criminal justice.

Educational assistance programs.

"(b) The Administration is authorized to enter into contracts to make, and make payments to institutions of higher education for loans, not exceeding $2,200 per academic year to any person, to persons enrolled on a full-time basis in undergraduate or graduate programs approved by the Administration and leading to degrees or certificates in areas directly related to law enforcement and criminal justice or suitable for persons employed in law enforcement and criminal justice, with special consideration to police or correctional personnel of States or units of general local government on academic leave to earn such degrees or certificates. Loans to persons assisted under this subsection shall be made on such terms and conditions as the Administration and the institution offering such programs may determine, except that the total amount of any such loan, plus interest, shall be canceled for service as a full-time officer or employee of a law enforcement and criminal justice agency at the rate of 25 per centum of the total amount of such loans plus interest for each complete year of such service or its equivalent of such service, as determined under regulations of the Administration.

Contract authority.

Tuition and fees.

"(c) The Administration is authorized to enter into contracts to make, and make, payments to institutions of higher education for tuition, books and fees, not exceeding $250 per academic quarter or $400 per semester for any person, for officers of any publicly funded law enforcement agency enrolled on a full-time or part-time basis in courses included in an undergraduate or graduate program which is approved by the Administration and which leads to a degree or certificate in an area related to law enforcement and criminal justice or an area suitable for persons employed in law enforcement and criminal justice. Assistance under this subsection may be granted only on behalf of an applicant who enters into an agreement to remain in the service of a law enforcement and criminal justice agency employing such applicant for a period of two years following completion of any course for which payments are provided under this subsection, and in the event such service is not completed, to repay the full amount of such payments on such terms and in such manner as the Administration may prescribe.

Service agreements.

"(d) Full-time teachers or persons preparing for careers as full-time teachers of courses related to law enforcement and criminal justice or suitable for persons employed in law enforcement, in institutions of higher education which are eligible to receive funds under this section, shall be eligible to receive assistance under subsections (b) and (c) of this section as determined under regulations of the Administration.

APPENDIX 2. DEFINITIONS

1.	Academic Leave:	Official permission to be absent, granted by an employing criminal justice agency to a permanent employee for full-time enrollment in an educational institution.
2.	Academic Term:	A period of instruction at a college or university, most frequently called a semester or quarter.
3.	Academic Year:	Any two complete semesters, two complete trimesters, or three complete quarters normally falling between September and June. Intersession or interim terms falling between September and June are considered part of the academic year.
4.	Accredited Institution:	An institution which has received general accreditation by one of the regional institutional accrediting commissions recognized by the Council on Postsecondary Accreditation. For the purposes of this program, accredited will also include classification by the regional accrediting agency as a Candidate for Accreditation.
5.	The Act:	The Omnibus Crime Control and Safe Streets Act of 1968 (Public Law 90-351), as amended.
6.	Bankruptcy:	A legal state or condition in which a person has been adjudicated bankrupt or insolvent by a court of competent jurisdiction.
7.	Cadet/Trainee/Aide:	A civilian employee of a public criminal justice agency enrolled in a program to prepare individuals below minimum entry age for appointment or regular service. A cadet does not have the police authority of a sworn officer and is not eligible for a LEEP grant.
8.	Course Completion Date:	Date of end of term to which award pertains.
9.	Criminal Justice:	Police, courts, corrections, probation and parole activities, including those pertaining to juvenile delinquency and narcotic addiction.

APPENDIX 2. (CONT'D.)

10. Deferment:	Temporary postponement of repayment of loan or grant due to special circumstances.
11. Degree Completion Date:	Estimated month and year when a student's immediate degree objective will be attained.
12. Financial Need (for in-service employees on academic leave)	Difference between the student's total financial requirements for pursuing his/her program of education and the total of the student's resources exclusive of Veterans' benefits. In no case may the amount of the loan awarded to cover the total of the student's tuition, fees, books and financial need exceed the statutory limit of $2,200 in one academic year.
13. Fiscal Year:	A 12-month period commencing on the first day of October and ending on the 30th day of the following September. For example, Fiscal Year 1977 would be October 1, 1976, through September 30, 1977. This should be distinguished from Program Year. (See #28.)
14. Full-time Employment:	An employee-employer relationship in a public criminal justice agency characterized by the following factors: (a) Employment of a permanent or indefinite duration. (b) Paid employment for a minimum of 30 clock hours per week. (c) Compensation is equivalent to that received by regular employees. Temporary assignment of less than one year to an eligible agency is considered part-time/seasonal employment and therefore the employee is ineligible for LEEP grants. Volunteer employment with token pay with an agency does not qualify a worker for a LEEP grant.
15. Full-time Faculty:	Faculty member holding a full-time appointment within a crime-related degree program and teaching a minimum of fifty percent of his/her course load in a crime-related degree program(s).

APPENDIX 2. (CONT'd.)

16. Full-time Student:

(a) An undergraduate student who is enrolled for a minimum of 12 credit hours in a normal 15 credit-hour system (or the equivalent).

(b) A graduate student enrolled for a minimum of 9 credit hours in a normal 12 credit-hour system (or the equivalent).

(c) A student enrolled in the final term who received a LEEP loan in the prior academic term and who needs less than the minimum full-time load to complete his/her degree requirements.

17. Grace Period: The interval between termination of full-time study and commencement of the loan repayment period. The grace period is of six months duration beginning with the termination of full-time study. During this period payments need not be made and interest does not accrue. There is no grace period for the grant.

18. Grant Award Document: The official notification from LEAA to an institution, authorizing the expenditure of Federal funds for purposes of LEEP under prescribed conditions.

19. In-service Student: Individual who currently is employed full-time by public criminal justice agency.

20. Law Enforcement: Term used interchangeably in this Guideline Manual with the term criminal justice.

21. Loan Cancellation (partial): Twenty-five percent annual forgiveness of outstanding loan principal and interest for each complete year of full-time employment with a public criminal justice agency. This feature does not apply to grants.

22. National of the United States: A citizen of the United States or a person who though not a citizen of the United States owes permanent allegiance to the United States.

APPENDIX 2. (CONT'D.)

23.	Obligatory Employment (for Grantees):	A period of 24 consecutive months of full-time employment in public criminal justice service as approved by LEAA.
24.	Part-time Faculty:	Faculty member holding a part-time teaching appointment or a faculty member holding a full-time appointment within a degree program that is not crime-related (as defined in appendix 8), either of whom teaches in the crime-related degree program.
25.	Permanent and Total Disability:	Inability to engage in any substantial gainful activity because of a medically determinable impairment, which impairment is expected to continue for a long and indefinite period of time, or to result in death.
26.	Planning Officer:	A full-time professional employee of a State law enforcement planning agency, or its regional or local units officially established by P.L. 90-351, as amended.
27.	Preservice Student:	A full-time student preparing to work in a public criminal justice agency upon completion of his/her studies.
28.	Program Year:	A twelve month period commencing on the first day of August and ending on the 31st day of the following July; the period to which an institutional LEEP award pertains. The program year is usually the same as the Grant Award period. Also see #14, Fiscal Year.
29.	Public Criminal Justice Agency:	A publicly funded and publicly controlled agency which acts primarily to enforce the criminal laws of a local, State, or designated Federal unit of government, as defined in Section 601(a), P.L. 90-351, as amended.
30.	Rebate:	Total or partial refund of LEEP funds to the institutional account from the student or the student account occasioned by withdrawal from a course or courses early in an academic term.

31. Seminar:	A scheduled meeting or conference, held as a supplement to regular course work, for giving and discussing information. This term does not apply to courses established for independent study purposes in which a group of advanced students, studying under a professor conducts research on an individual basis and exchanges the results through reports and regularly scheduled discussions throughout the academic term.
32. State:	Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any territory or possession of the United States (the Virgin Islands, Guam, and American Samoa).
33. State Planning Agency:	The agency established pursuant to Title I of the Act (P.L. 90-351, as amended), appointed by the Governor to coordinate all State efforts to reduce and control crime.
34. Undue Hardship:	Extreme circumstances other than military service which result in an individual's inability to make repayments of LEEP awards.

APPENDIX 3.

CIVIL RIGHTS ACT OF 1964, TITLE VI, SECTION 601

Sec. 601. No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

EDUCATION AMENDMENTS OF 1972 (P.L. 92-318),
TITLE IX, SECTION 901

Sec. 901. (a) No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance, except that:

(1) in regard to admissions to educational institutions, this section shall apply only to institutions of vocational education, professional education, and graduate higher education, and to public institutions of undergraduate higher education;

(2) in regard to admissions to educational institutions, this section shall not apply (A) for one year from the date of enactment of this Act, nor for six years after such date in the case of an educational institution which has begun the process of changing from being an institution which admits only students of one sex to being an institution which admits students of both sexes, but only if it is carrying out a plan for such a change which is approved by the Commissioner of Education or (B) for seven years from the date an educational institution begins the process of changing from being an institution which admits only students of only one sex to being an institution which admits students of both sexes, but only if it is carrying out a plan for such a change which is approved by the Commissioner of Education, whichever is the later;

(3) this section shall not apply to an educational institution which is controlled by a religious organization if the application of this subsection would not be consistent with the religious tenets of such organization;

(4) this section shall not apply to an educational institution whose primary purpose is the training of individuals for the military services of the United States, or the merchant marine; and

(5) in regard to admissions this section shall not apply to any public institution of undergraduate higher education which is an institution that traditionally and continually from its establishment has had a policy of admitting only students of one sex.

(b) Nothing contained in subsection (a) of this section shall be interpreted to require any educational institution to grant preferential or disparate treatment to the members of one sex on account of an imbalance which may exist with respect to the total number or percentage of persons of that sex participating in or receiving the benefits of any federally supported program or activity, in comparison with the total number or percentage of persons of that sex in any community, State, section, or other area: Provided, That this subsection shall

APPENDIX 4. (CONT'D.)

not be construed to prevent the consideration in any hearing or proceeding under this title of statistical evidence tending to show that such an imbalance exists with respect to the participation in, or receipt of the benefits of, any such program or activity by the members of one sex.

(c) For purposes of this title an educational institution means any public or private preschool, elementary, or secondary school, or any institution of vocational, professional, or higher education, except that in the case of an educational institution composed of more than one school, college, or department which are administratively separate units, such term means each such school, college, or department.

APPENDIX 5.

TITLE 28, SECTION 42, PART D OF THE CODE OF FEDERAL REGULATIONS

Subpart D--Equal Employment Opportunity in Federally Assisted Programs and Activities

§ 42.201 Purpose and application.

(a) The purpose of this subpart is to enforce the provisions of the Fourteenth Amendment to the Constitution by eliminating discrimination on the grounds of race, color, creed, or national origin in the employment practices of State agencies or offices receiving financial assistance extended by this Department.

APPENDIX 6.

REHABILITATION ACT OF 1973
(P.L. 93-112), TITLE V

Sec. 504. No otherwise qualified handicapped individual in the United States, as defined in section 706(6) of this title, shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

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APPENDIX 7. LEEP FORMS

Included for reference by Guideline users are the following forms:

Form Number	Title	Page Number
LEEP-1	LEEP Institutional Application	3
LEEP-2	LEEP Terms of Agreement	17
LEEP-3	LEEP Student Certification and Note	21
LEEP-5	Summary and Certification Sheet	25
LEEP-6	Billing Statement of LEEP Account	27
LEEP-9	LEEP Rebate Credit Form	29
LEEP-10	Status Change or Verification Form	31
LEEP-12	LEEP System Note Control Log	33
LEEP-12A	LEEP System Note Control Log Supplemental Rejection Sheet	35
LEAA-4000/9	Grant Award	37
LEAA-4040/2	Grant Adjustment Notice	39

APPENDIX 7. (CONT'D.)

LEEP INSTITUTIONAL APPLICATION (LEEP-1)

Approved: OMB No. 43-R0443

LEEP INSTITUTIONAL APPLICATION (LEEP-1)
Grant Period: August 1, 1978 Through July 31, 1979

INSTRUCTIONS

To participate in the Law Enforcement Education Program (LEEP) for 1978-79, submit the *original and two copies* of all materials (including narrative) and one copy of the institution's current catalog to the Office of Criminal Justice Education and Training, Law Enforcement Assistance Administration, U.S. Department of Justice, Washington, D.C. 20531. Retain one copy of all submitted material for your records. **IMPORTANT:** All student note transmittals due as of March 3, 1978 , must have been sent to LEAA, Washington by the time of submission of this application.

SUBMISSION DEADLINE: March 3, 1978 – No funds will be set aside for applications postmarked after March 3, 1978.
August 1, 1978 – Deadline for establishing regional accreditation status.

READ ALL INSTRUCTIONS AND THE LEEP GUIDELINE MANUAL BEFORE COMPLETING APPLICATION. VERIFY ACCURACY AND COMPLETENESS OF INFORMATION BEFORE SUBMITTING TO THE OFFICE OF CRIMINAL JUSTICE EDUCATION AND TRAINING.

CERTIFICATION: The certification must be signed by an official authorized by the institution to execute agreements or contracts for the institution and by two other institutional representatives. One of these representatives must be designated as LEEP Coordinator as set forth in paragraph 25 of the effective edition of Guideline Manual M5200.1.

PART I

Items 1 - 7: All applicants must complete items 1 through 7.

Question 7. If the answer to question 7A is yes, you must complete questions 7B and 7C. For question 7B, a full-time crime-related degree program director is one so designated by the institution, employed full-time, and whose official duties are either (1) to administer the program, or (2) to administer the program and teach.

PART II

Section 1: **Enrollment Data.** Total full-time equivalent figures should be those used by the registrar's office.

Item A: Include all students majoring in crime-related degrees programs whether or not they receive LEEP funds.

Item B: To compute FTE faculty, add the number of faculty members who qualify as full-time (in accordance with the definition in Part IV, Item 2) to a number computed as follows:

$$\frac{\text{Total number of credit hours taught by part-time faculty per term}}{\text{Average full-time faculty credit-hour load per term}} = N$$

N + No. of full-time faculty = total FTE faculty

Part-time faculty persons are all those teaching in crime-related studies except those meeting the definition of full-time in Part IV, Item 2.

The above formula provides the faculty figure needed for the ratio requested in Part II, Item 1B.

LEEP-1 (Rev. 8-77) Edition of 10-76 is obsolete.

LEEP INSTITUTIONAL APPLICATION (LEEP-1)
Grant Period: August 1, 1978 Through July 31, 1978

INSTRUCTIONS

Section 2: Student Costs and Awards. If costs reported in Item B are different from those of the 1977-78 year, explain in Narrative, Part V.

Section 4: Estimated Activity Level. Report total amount of money that will be needed for the projected number of students for fall, winter, spring and summer of the 1978-79 school year.

The numbers of students reported by priority group are to be unduplicated numbers; i.e., they should include only the number of individuals who will receive LEEP aid during the program year. A student attending summer school only is counted once; likewise, a student attending every term all year is counted only once. The dollar amounts, however, are total figures summing all terms.

Numbers of students to be included in each student funding classification are to be determined using the priorities listed in paragraph 82a of the effective edition of Guideline Manual M5200.1. For example, classification 1 would include only returning students who are state or local criminal justice personnel on academic leave. (See paragraph 64 of the effective edition of Guideline Manual M5200.1 for definition of academic leave status.) Cadets are not eligible for grants.

Section 5: Report here the proportion of your total LEEP award required to serve students each term.

PART III

Include only those academic terms which begin within the grant period for which this application requests funds.

All entries should be numeric, e.g., February 9, 1942 should be entered as 02-09-42.

Section 1: **First submission.** This section refers to fall term. Several Note transmittals may be included within this section provided that all Notes included in this section are executed within the fall term. Each transmittal of Notes must be accompanied by a LEEP-5.

Item A: Refund Period. Identify the date on which the refund period officially ends. This is the date after which there is no cost reduction due to withdrawal.

Item B: Estimated Note Submission Date. Determine the approximate time period required for processing of Notes by the institution. Add this figure to the date determined in Item A and enter the result in the box provided. For example, if the processing of LEEP Notes requires twenty days and the refund period ends 10-03-78 the estimated Note submission date would be 10-23-78.

Item C: Estimated Number of Notes to be Submitted. This number should reflect the total number of Notes expected for the entire term covered by the First Submission. If two separate Note transmittals are expected during the first term, the number recorded should reflect the total number of Notes for both transmittals representing the total Notes that will be executed during the first term.

Section 2: **Second Submission.** This section refers to the second academic term. Instructions duplicate Section 1.

Section 3–5: An institution need not use all five submissions. If an institution has only three terms per calendar year, submissions 4 and 5 are omitted.

LEEP-1 (Rev. 9-77) II

APPENDIX 7. (CONT'D.)

LEEP INSTITUTIONAL APPLICATION (LEEP-1)
Grant Period: August 1, 1978 Through July 31, 1979

INSTRUCTIONS

PART IV

Part IV should be filled out by the Criminal Justice department.

Section 1: Degree Programs.

In Column 1 indicate the Code number for the subject of each degree title that you will list in Column 2. Use the following Code legend to indicate the subject field that most accurately describes each degree. In Column 2 indicate the actual degree title. Use abbreviations, if necessary.

Code	Subject of Degree Program
01	Administration of Justice
02	Corrections/Correctional Administration/Probation-Parole
03	Criminal Justice/Criminal Justice Administration
04	Criminal Justice Planning/Evaluation
05	Criminology
06	Forensic Science/Criminalistics
07	Judicial Management/Court Administration
08	Law Enforcement/Police Science/Police Administration
09	Social Justice
10	Behavioral Science/with criminal justice concentration
11	Psychology/with criminal justice concentration
12	Public Administration/with criminal justice concentration
13	Social Work/with criminal justice concentration
14	Sociology/Anthropology/with criminal justice concentration
15	Security
98	Law degrees
99	Non-criminal justice

If a new program was introduced during the current academic year or is proposed and approved for the next, place a check (√) in Column 3. In Columns 4 through 7 list only degrees that currently are approved by the institution. Do not include proposed courses not yet approved; these courses may be listed and described in the Narrative, Part V. In Columns 8 through 11 check (√) each degree that includes a work component, as prescribed in paragraph 12(c)3 of the effective edition of Guideline Manual M5200.1. In Column 12 identify the department(s), division(s), etc., which are responsible for administering the academic program(s).

LEEP -1 (Rev. 9-77) IN

LEEP INSTITUTIONAL APPLICATION (LEEP-1)
Grant Period: August 1, 1978 Through July 31, 1979

INSTRUCTIONS

PART IV—Cont.

Section 2: Faculty of Crime-Related Degrees

Item A: Full-Time Faculty

Full-time faculty are defined as those holding a full-time appointment within a crime-related degree program and who are teaching a minimum of fifty percent of their course load in crime-related degree programs.

Column 1 itemizes the level and subject of each degree held by the faculty member. Using the Code legend printed below enter one letter and two digits for each degree.

Level of Degree		Code	Subject of Degree Program
C	certificate	01	Administration of Justice
A	associate	02	Corrections/Correctional Administration/Probation-Parole
B	baccalaureate	03	Criminal Justice/Criminal Justice Administration
M	masters	04	Criminal Justice Planning/Evaluation
D	doctoral level	05	Criminology
J	law degree	06	Forensic Science/Criminalistics
		07	Judicial Management/Court Administration
		08	Law Enforcement/Police Science/Police Administration
		09	Social Justice
		10	Behavioral Science/with criminal justice concentration
		11	Psychology/with criminal justice concentration
		12	Public Administration/with criminal justice concentration
		13	Social Work/with criminal justice concentration
		14	Sociology/Anthropology/with criminal justice concentration
		15	Security
		98	Law degrees
		99	Non-criminal justice

In Column 2 indicate the actual degree title. Use abbreviations if necessary. In Column 3 report the number of years of criminal justice experience for each faculty member. "Criminal Justice Experience" refers to employment by a criminal justice agency and does not include teaching experience. In Columns 4 through 8, check each column that represents the type of experience for the faculty member.

Item B: Other Faculty.

After entering F or P in Column 1 as instructed, complete Columns 2 through 9 following the instructions for Columns 1 through 8 in Item A above.

Section 3: Courses. In Column 4, "New Offering," check (√) those courses that have been added since your last application.

PART V

Narrative section for additional comments.

LEEP-1 (Rev. 9-77) IV

APPENDIX 7. (CONT'D.)

Approved: OMB No. 43-R0443

UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20531

LEEP INSTITUTIONAL APPLICATION Grant Period: August 1, 1978 Through July 31, 1979

READ ATTACHED INSTRUCTIONS BEFORE COMPLETING

LAW ENFORCEMENT EDUCATION PROGRAM CATALOG OF DOMESTIC FEDERAL ASSISTANCE NUMBER 16.504	VENDOR CODE	LEAA USE ONLY
SUBMIT ORIGINAL AND TWO COPIES NO LATER THAN MIDNIGHT, MARCH 3, 1978 TO THE OFFICE OF CRIMINAL JUSTICE EDUCATION AND TRAINING LAW ENFORCEMENT ASSISTANCE ADMINISTRATION U.S. DEPARTMENT OF JUSTICE WASHINGTON, D.C. 20531	INSTITUTION (Name, address, zip code)	

No grant may be awarded unless a completed application form has been received as required by existing law and regulations (Section 406(a)-(d) of the Crime Control Act of 1973 and the effective edition of LEAA Guideline Manual M5200.1, "Law Enforcement Education Program Guideline Manual").

CERTIFICATION: To the best of my knowledge and belief, data in this application are true and correct, the document has been duly authorized by the governing body of the applicant and if the assistance is approved the applicant will comply with the LEEP Guideline Manual provisions, the Terms of Agreement and LEEP administrative memoranda.

PRESIDENT OR CHIEF ADMINISTRATOR	TYPED NAME AND TITLE	SIGNATURE	DATE

CRIMINAL JUSTICE PROGRAM DIRECTOR (Name, title, signature)	☐ LEEP COORDINATOR (Check only one LEEP coordinator box)	AREA CODE & TELEPHONE
INSTITUTION FINANCIAL REPRESENTATIVE (Name, title, signature)	☐ LEEP COORDINATOR (Check only one LEEP coordinator box)	AREA CODE & TELEPHONE

PART I. INSTITUTIONAL STATUS: Describe or amplify answers, as applicable, in Narrative, Part V.

1. A. Level of Regional Accreditation:
   - Fully Accredited [1]
   - Candidate for Accreditation [2]

   B. Date current status was achieved: _____

2. Type and Control of Institution:
   - A. University [1], Four-year [2], Two-year [3]
   - B. Public [1], Private [2]

3. What term system is in effect at your institution?
   [2] Semester [4] Quarter [3] Trimester [6] Other (Describe) _____

4. Does your institution offer short courses and/or institutes for which LEEP funds are requested?
   [1] YES [2] NO
   If so, attach documentation of compliance with paragraph 33, Guideline Manual M5200.1 (effective edition).

5. Does your institution offer extension or off-campus courses or an external degree program for which LEEP funds are requested?
   [1] YES [2] NO
   If so, list sites where courses are taught. Attach documentation of compliance with paragraph 35, Guideline Manual M 5200.1 (effective edition).

6. Has your institution entered into any consortium arrangements with other schools for "cross registering" students receiving LEEP aid?
   [1] YES [2] NO
   If yes, attach documentation *(See paragraph 39, Guideline Manual M5200.1* (effective edition).

7. A. Does your institution offer a crime-related degree program?
   [1] YES [2] NO
   If yes, answer B and C, below.
   B. Do you have a full-time director or coordinator who administers the program? *(See definition in Instructions.)*
   [1] YES [2] NO
   C. Do you provide placement services for preservice students enrolled in crime-related degree programs?
   [1] YES [2] NO

LEEP-1 (Rev. 9-77) Replaces edition of 10-76 which is obsolete.

PART II. ESTIMATED FOR 1978-79

1. ENROLLMENT DATA	ACTUAL FALL 1977	ESTIMATED FALL 1978
A. Total full-time equivalent majors in crime-related degree programs *(including non-LEEP students)*		
B. Ratio of full-time equivalent majors in crime-related degree programs to full-time equivalent faculty in crime-related degree programs		

2. STUDENT COSTS AND AWARDS	AMOUNT
A. Tuition and fee cost per credit hour for 1977-78	
B. Estimated tuition and fee cost per credit hour next academic year	
C. Average number of LEEP recipients per academic term for 1977-78	

3. LEEP DEGREES	TOTAL
A. Number of degrees to LEEP recipients, 1977-78	
B. Projected number of degrees to LEEP recipients, 1978-79	

4. ESTIMATED ACTIVITY LEVEL. *(This question reports the institutional requirement for funds for August 1, 1978 through July 31, 1979. Do not include funds for summer, 1978. Double check all entries for accuracy. Explain how these figures were obtained in Part V, Narrative.) If no answer is applicable, use 0.*

Student Priority Number* (1)	TOTAL NO. (2)	TOTAL DOLLARS (3)	POLICE NO. (4)	POLICE DOLLARS (5)	CORRECTIONS NO. (6)	CORRECTIONS DOLLARS (7)	COURTS NO. (8)	COURTS DOLLARS (9)	TEACHERS & PLANNERS NO. (10)	TEACHERS & PLANNERS DOLLARS (11)	PRESERVICE NO. (12)	PRESERVICE DOLLARS (13)
1												
2												
3												
4												
5												
6												
7												
8												
9												
TOTALS												

5. PERCENTAGE OF FUNDS TO BE EXPENDED BY ACADEMIC TERMS

____% Term 1 (Fall) ____% Term 2 ____% Term 3 ____% Term 4 (The total of this line is 100% of funds to be expended during the program year.)

*See effective edition of LEEP Guideline Manual M5200.1, paragraph 82a.

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APPENDIX 7. (CONT'D.)

PART III. SCHEDULE OF NOTE SUBMISSIONS FOR 1978-79

Name of Institution

Vendor Number

NAME AND TITLE OF OFFICIAL SUBMITTING NOTES

Timetable for Submission. No later than 20 calendar days after the end of the rebate period for EACH ACADEMIC TERM, the institution shall forward all executed LEEP-3 forms to LEAA in-Washington with a completed LEEP-5 and a LEEP-12. Enter dates in the following format: MM/DD/YY (Month, Day, Year). All entries should be numeric (e.g., 10-26-78).

1. First Submission

A. Date Refund Period Expires
B. Estimated Date Notes will be Submitted to LEAA
C. Estimated Number of Notes to be Submitted

2. Second Submission

A. Date Refund Period Expires
B. Estimated Date Notes will be Submitted to LEAA
C. Estimated Number of Notes to be Submitted

3. Third Submission

A. Date Refund Period Expires
B. Estimated Date Notes will be Submitted to LEAA
C. Estimated Number of Notes to be Submitted

4. Fourth Submission

A. Date Refund Period Expires
B. Estimated Date Notes will be Submitted to LEAA
C. Estimated Number of Notes to be Submitted

5. Fifth Submission

A. Date Refund Period Expires
B. Estimated Date Notes will be Submitted to LEAA
C. Estimated Number of Notes to be Submitted

6. Total Estimated Number of Notes to be Submitted.

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PART IV. SURVEY OF CRIME-RELATED CURRICULUM AND FACULTY

1. DEGREE PROGRAMS. Provide data below for each crime-related degree program. *(See appendix 8, effective edition of Guideline Manual M5200.1.)* Write "None" if no crime-related degree program is offered. In Column 1 indicate the code number from the instructions for the subject of each degree title that you will list in column 2.

	SUBJECT CODE (1)	CRIME-RELATED DEGREE PROGRAM TITLES OFFERED IN 1978-79 (2)	NEW PROGRAM 1978-79 (3)	DEGREE LEVEL (CHECK ALL APPROPRIATE DEGREES) AA (4)	BA BS (5)	MA MS (6)	PHD (7)	CHECK EACH DEGREE THAT INCLUDES CRIMINAL JUSTICE WORK EXPERIENCE AA (8)	BA BS (9)	MA MS (10)	PHD (11)	ADMINISTRATIVE DEPARTMENT (12)
A.												
B.												
C.												
D.												
E.												

2. FACULTY OF CRIME-RELATED DEGREES

A. Full-Time Faculty. Provide the following data for each full-time faculty member projected to teach directly related criminal justice courses for 1978-79. Full-time faculty are defined as those holding a full-time appointment within a crime-related degree program and who are teaching a minimum of fifty percent of their course load in crime-related degree programs. Attach additional pages as needed, but ONLY IF table below is filled. The attachment must be in exactly the same format as below with the first entry identified as F, with items G through Z following as needed. The Level and Subject Codes MUST be provided for each faculty member. Report only one faculty member for each letter (A through Z). Write "None" if no crime-related degree program or no full-time faculty members. Column 1 itemizes the level and subject of each degree held by the faculty member. Using the code legend from the instructions, enter one letter and two digits for each degree.

	DEGREES		CRIMINAL JUSTICE EXPERIENCE					
			NUMBER OF YEARS	TYPE				
	LEVEL AND SUBJECT CODE (1)	DEGREE TITLE *(Include Subject)* (2)	(3)	Police (4)	Courts (5)	Corr. (6)	Other (7)	None (8)
A.								
B.								
C.								
D.								
E.								

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PART IV. SURVEY OF CRIME-RELATED CURRICULUM AND FACULTY

2. FACULTY OF CRIME-RELATED DEGREES (Continued)

B. Other Faculty. Provide the same data for each additional faculty member projected to teach crime-related courses for 1978-79. Indicate for each whether he/she is part-time faculty or holds a full-time appointment within a degree program that is not crime-related. Attach additional pages as needed, but ONLY IF table below is filled. The attachment must be in exactly the same format as below with the first entry identified as L, with items M through Z following, as needed. The Level and Subject Codes MUST be provided. For each part-time faculty member, indicate in Column 1 the normal credit hour teaching load during the next academic year.

FULL OR PART TIME (Enter F or P) (1)	DEGREES		CRIMINAL JUSTICE EXPERIENCE					
	LEVEL AND SUBJECT CODE (2)	DEGREE TITLE (Include Subject) (3)	NUMBER OF YEARS (4)	TYPE				
				Police (5)	Courts (6)	Corr. (7)	Other (8)	None (9)
A.								
B.								
C.								
D.								
E.								
F.								
G.								
H.								
I.								
J.								
K.								

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3. COURSES: List all crime-related courses with a description for each. Use additional sheets if necessary. Do not list non-transferable courses. Such courses are not eligible for LEEP support. Submit a copy of your current catalog, referencing the pages which list criminal justice courses. If course is not listed in institution's catalog, explain why in Narrative, Part V.

SCHOOL'S COURSE NUMBER (1)	COURSE TITLE (2)	CHECK IF COURSE IS TAUGHT OFF CAMPUS (3)	NEW OFFERING (4)	NUMBER OF CREDITS (5)	NUMBER OF CLASSROOM (CONTACT) HOURS (6)
A.					
B.					
C.					
D.					
E.					
F.					
G.					
H.					
I.					
J.					
K.					
L.					

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APPENDIX 7 (CONT'D.)

PART V. NARRATIVE

Include here the amplifying information required for previous parts of the form. Attach additional sheets if necessary. Identify the source question by Part, Section and Item number. Submit original and two copies.

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APPENDIX 7. (CONT'D.)

ADDRESSES OF STATE PLANNING AGENCIES

ALABAMA
Robert G. Davis, Director
Alabama Law Enforcement Planning Agency
2863 Fairland Drive,
Building F, Suite 49
Montgomery, AL 36111
205/277-5440 FTS 534-7700

ALASKA
Charles G. Adams, Jr., Executive Director
Alaska Criminal Justice Planning Agency
Pouch AJ
Juneau, AK 99801
907/465-3535 FTS 399-0150
Thru Seattle FTS 206/442-0150

AMERICAN SAMOA
Judith A. O'Connor, Director
Territorial Criminal Justice Planning Agency
Office of the Attorney General
Government of American Samoa
Box 7
Pago Pago, American Samoa 96799
633-5221 (Overseas Operator)

ARIZONA
Ernesto G. Munoz, Executive Director
Arizona State Justice Planning Agency
Continental Plaza Building, Suite H
5119 North 19th Avenue
Phoenix, AZ 85051
602/271-5466 FTS 765-5466

ARKANSAS
Gerald L. Johnson, Executive Director
Arkansas Crime Commission
1000 University Tower
12th at University
Little Rock, AR 72204
501/371-1305 FTS 740-5011

CALIFORNIA
Douglas R. Cunningham, Executive Director
Office of Criminal Justice Planning
7171 Bowling Drive
Sacramento, CA 95823
916/445-9156 FTS 465-9156

COLORADO
Paul G. Quinn, Director
Division of Criminal Justice
Department of Local Affairs
1313 Sherman Street, Room 419
Denver, CO 80203
303/892-3331 FTS 327-0111

CONNECTICUT
William H. Carbone, Executive Director
Connecticut Justice Commission
75 Elm Street
Hartford, CT 06115
203/566-3020

DELAWARE
Christine Harker, Executive Director
Delaware Agency to Reduce Crime
1228 Scott Street
Wilmington, DE 19806
302/571-3431

DISTRICT OF COLUMBIA
Arthur M. Jefferson, Director
Office of Criminal Justice Plans and Analysis
Munsey Building, Room 200
1329 E Street, NW
Washington, DC 20004
202/629-5063

FLORIDA
Charles R. Davoli, Bureau Chief
Bureau of Criminal Justice Planning and Assistance
620 S. Meridian
Tallahassee, FL 32304
904/488-6001 FTS 946-2011

GEORGIA
Jim Higdon, Administrator
Office of the State Crime Commission
1430 West Peachtree Street, NW, Suite 306
Atlanta , GA 30309
404/656-3825 FTS 205-0111

GUAM
Alfred F. Sablan, Director
Territorial Crime Commission
Office of the Governor
Soledad Drive
Armistad Bldg., Room 4, 2nd Floor
Agana, GU 96901
472-8761 (Overseas Operator)

HAWAII
Dr. Irwin Tanaka, Director
State Law Enforcement & Juvenile Delinquency Planning Agency
1010 Richards Street
Kamamalu Building, Room 412
Honolulu, HI 96800
808/548-3800 FTS 556-0220

IDAHO
Kenneth N. Green, Bureau Chief
Bureau of Law Enforcement Planning Commission
700 West State Street
Boise, ID 83707
208/384-2364 FTS 554-2364

ILLINOIS
James B. Zagel, Executive Acting Director
Illinois Law Enforcement Commission
120 South Riverside Plaza, 10th Floor
Chicago, IL 60606
312/454-1560

INDIANA
Frank A. Jessup, Executive Director
Indiana Criminal Justice Planning Agency
215 North Senate
Indianapolis, IN 46202
317/633-4773 FTS 336-4773

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APPENDIX 7. (CONT'D.)

IOWA
Allen Robert Bay, Executive Director
Iowa Crime Commission
3125 Douglas Avenue
Des Moines, IA 50310
515/281-3241 FTS 863-3241

KANSAS
Thomas E. Kelly, Executive Director
Governor's Committee on Criminal Administration
503 Kansas Avenue, 2nd Floor
Topeka, KS 66603
913/296-3066 FTS 757-3066

KENTUCKY
Ronald J. McQueen, Administrator
Executive Office of Staff Services
Kentucky Department of Justice
209 St. Clair Street, 3rd Floor
Frankfort, KY 40601
502/564-3253 FTS 352-5011

LOUISIANA
Colonel Wingate M. White, Director
Louisiana Commission on Law Enf. & Admin. of Crim. Jus.
1885 Woodsdale Boulevard, Room 615
Baton Rouge, LA 70806
504/389-7515

MAINE
Ted T. Trott, Executive Director
Maine Criminal Justice Planning & Assistance Agency
11 Parkwood Drive
Augusta, ME 04330
207/289-3361

MARYLAND
Richard C. Wertz, Executive Director
Governor's Commission on Law Enf. & Admin. of Jus.
Executive Plaza One, Suite 302
Cockeysville, MD 21030
301/666-9610

MASSACHUSETTS
Robert J. Kane, Executive Director
Committee on Criminal Justice
110 Tremont Street, 4th Floor
Boston, MA 02108
617/727-5497

MICHIGAN
Dr. Noel Bufe, Administrator
Office of Criminal Justice Programs
Lewis Cass Building, 2nd Floor
Lansing, MI 48913
517/373-3992 FTS 253-3992

MINNESOTA
Jacqueline Donoghue, Executive Director
Crime Control Planning Board
444 Lafayette Road, 6th Floor
St. Paul, MN 55101
612/296-3133 FTS 776-3133

MISSISSIPPI
Latrelle Ashley, Executive Director
Mississippi Criminal Justice Planning Division
723 North President Street, Suite 400
Jackson, MS 39202
601/354-4111 FTS 490-4211

MISSOURI
Jay Sondhi, Executive Director
Missouri Council on Criminal Justice
P.O. Box 1041
Jefferson City, MO 65101
314/751-3432 FTS 276-3711

MONTANA
Michail A. Lavin, Administrator
Board of Crime Control
1336 Helena Avenue
Helena, MT 59601
406/449-3604 FTS 587-3604

NEBRASKA
Harris R. Owens, Executive Director
Nebraska Commission on Law Enforcement & Crim. Jus.
State Capitol Building
Lincoln, NE 68509
402/471-2194 FTS 867-2194

NEVADA
James A. Barrett, Director
Commission on Crime, Delinquency & Corrections
430 Jeanell - Capitol Complex
Carson City, NV 89701
702/885-4404

NEW HAMPSHIRE
Robert J. Crowley, Jr., Director
Governor's Commission on Crime & Delinquency
169 Manchester Street
Concord, NH 03301
603/271-3601

NEW JERSEY
John J. Mullaney, Executive Director
State Law Enforcement Planning Agency
3535 Quaker Bridge Road
Trenton, NJ 08625
609/477-3741 FTS 340-3511

NEW MEXICO
Dr. Charles E. Beckwell, Executive Director
Governor's Council on Criminal Justice Planning
425 Old Santa Fe Trail
Santa Fe, NM 87501
505/827-5222 FTS 476-5222

NEW YORK
Henry S. Dogin, Administrator
NYS Division of Criminal Justice Services
270 Broadway, Rm. 807
New York, NY 10007
212/488-4868 FTS 264-3311

NORTH CAROLINA
Gordon Smith, Director
Division of Crime Control
N.C. Dept. of Crime Control & Public Safety
P.O. Box 27687
Raleigh, NC 27611
919/829-7574 FTS 672-4020

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APPENDIX 7. (CONT'D.)

NORTH DAKOTA
Oliver Thomas, Director
North Dakota Combined Law Enforcement Council
Box E
Bismark, ND 58501
701/224-2594 FTS 783-4013

OHIO
Dr. Bennett J. Cooper, Deputy Director
Administration of Justice
30 East Broad Street, 26th Floor
Columbus, OH 43215
612/466-7610 FTS 942-7610

OKLAHOMA
O. Ben Wiggins, Executive Director
Oklahoma Crime Commission
3033 North Walnut
Oklahoma City, OK 73105
405/521-2821 FTS 736-4011

OREGON
Keith Stubblefield, Administrator
Law Enforcement Council
2001 Front Street, NE
Salem, OR 97303
503/378-4347 FTS 530-4347

PENNSYLVANIA
Thomas J. Brennan, Executive Director
Department of Justice
P.O. Box 1167
Federal Square Station
Harrisburg, PA 17108
717/787-2042

PUERTO RICO
Adrian Medina, Acting Executive Director
Puerto Rico Crime Commission
G.P.O. Box 1256
Hato Rey, PR 00936
809/783-0398

RHODE ISLAND
Patrick J. Fingliss, Executive Director
Governor's Justice commission
197 Taunton Avenue
E. Providence, RI 02914
401/277-2620

SOUTH CAROLINA
John Parton, Acting Executive Director
Office of Criminal Justice Programs
Edgar A. Brown State Office Building
1205 Pendleton Street
Columbia, SC 29201
803/758-3573 FTS 677-5011

SOUTH DAKOTA
Elliot Nelson, Acting Director
Division of Law Enforcement Assistance
200 West Pleasant Drive
Pierre, SD 57501
605/224-3665 FTS 782-7000

TENNESSEE
Harry D. Mansfield, Executive Director
Tennessee Law Enforcement Planning Agency
4950 Linbar Drive
The Browning-Scott Building
Nashville, TN 37211
615/741-3521 FTS 852-5022

TEXAS
Robert C. Flowers, Executive Director
Criminal Justice Division
Office of the Governor
411 West 13th Street
Austin, TX 78701
512/475-4444 FTS 734-5011

TRUST TERRITORIES OF THE PACIFIC ISLANDS
Gerald Craddock, Acting Administrator
Office of the High Commissioner
Saipan, Mariana Islands 96950

UTAH
Robert B. Andersen, Director
Utah Council on Criminal Justice Administration
255 South 3rd Street - East
Salt Lake City, UT 84111
801/533-5731 FTS 588-5500

VERMONT
Col. William M. Baumann, Executive Director
Governor's Commission on the Administration of Justice
149 State Street
Montpelier, VT 05602
802/828-2351

VIRGINIA
Richard B. Harris, Director
Division of Justice and Crime Prevention
6501 Hayland Drive
Parham Park
Richmond, VA 23229
804/786-7421

VIRGIN ISLANDS
Troy Chapman, Administrator
Virgin Islands Law Enforcement Planning Commission
Box 280 - Charlotte Amalie
St. Thomas, VI 0081
809/774-6400

WASHINGTON
Donna Schram, Acting Administrator
Law and Justice Planning Office
Office of Community Development
General Administration Building - Room 206
Olympia, WA 98504
206/753-2235 FTS 434-2235

WEST VIRGINIA
Ray M. Jones, Executive Director
Governor's Committee on Crime, Delinquency & Corrections
Morris Square, Suite 321
1212 Lewis Street
Charleston, WV 25301
304/348-8814

WISCONSIN
Charles M. Hill, Sr., Executive Director
Wis. Council on Criminal Justice
122 West Washington
Madison, WI 53702
608/266-3323 FTS 366-3323

WYOMING
William Penn, Administrator
Governor's Planning Committee on Criminal Administration
State Office Building East
Cheyenne, WY 82002
307/777-7716 FTS 328-5716

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APPENDIX 7. (CONT'D.)

LEEP TERMS OF AGREEMENT (LEEP-2)

UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D. C. 20531

LEEP TERMS OF AGREEMENT

"IN CONSIDERATION OF THE AWARD OF FEDERAL FUNDS, THE EDUCATIONAL INSTITUTION HEREBY CONTRACTS WITH LEAA FOR PARTICIPATION IN THE LAW ENFORCEMENT EDUCATION PROGRAM AUTHORIZED BY SECTION 406 OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968, AS AMENDED BY THE CRIME CONTROL ACT OF 1976.

I. General Terms of Agreement. Pursuant to Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended by the Crime Control Act of 1976, P. L. 94-503, 42 U.S.C. 3701 et sequitur (hereinafter referred to as the "Act") it is hereby agreed between

_____
(Name and Location of Institution)

(hereinafter referred to as the "Institution") and the Law Enforcement Assistance Administration (hereinafter referred to as the "Administration") that

A. LEEP Account. A Law Enforcement Education Program (LEEP) Account (hereinafter referred to as the "Account") shall be established by the Institution for the purpose of making: (1) interest bearing loans to eligible students, and (2) grants to eligible personnel of publicly-funded municipal, county, and State law enforcement agencies in accordance with (i) Section 406 (a), (b), (c), (d) of the Act, (ii) this Agreement, (iii) the Administration's Law Enforcement Education Program Guideline Manual and (iv) any regulations which may be prescribed by the Administration for implementation of Section 406 (a) through (d) of the Act.

B. Student Loans. Loans from the Account shall be made by the Institution only to students who are enrolled or accepted for enrollment on a full-time basis in undergraduate or graduate programs approved by the Administration and leading to degrees or certificates in areas related to criminal justice or suitable for persons employed in criminal justice, as defined and approved by the Administration, and who are preparing for employment in criminal justice with special consideration to police or correctional personnel of States or units of general local government on academic leave to enroll and to undertake such curricula.

C. Student Grants. Grants from the Account shall be made by the Institution only to students who are eligible personnel (as defined in the Law Enforcement Education Program Guideline Manual) of publicly-funded criminal justice agencies of county, municipal, and State government enrolled in or accepted for enrollment on a full-time or part-time basis in an undergraduate or graduate program in an area related to criminal justice or suitable for persons employed in criminal justice (as defined and approved by the Administration) and who agree to remain in full-time criminal justice employment for a period of two years.

D. Institution Responsibilities. The Institution will (1) maintain adequate records reflecting transactions under the Law Enforcement Education Program, which shall include sufficient information to indicate the basis of determination of award for each application; (2) retain such records for a period of three years from the close of the fiscal year to which the grant applies or until such time as an audit may be completed; (3) permit access to records for the purpose of audit, examination, and fiscal and programmatic monitoring by the Administration or its authorized representatives; (4) use its best efforts to make accurate and reasonable estimates of funds needed from the Administration; (5) determine the size of each loan and grant; and (6) authorize an Institutional Representative to prepare and submit institutional applications and reports to the Administration.

E. Certification and Notes. A loan and/or grant may be made only upon the student recipient's execution of a Certification and Note form supplied by the Administration, which execution is witnessed by a responsible officer of the Institution. The original note shall be forwarded to the Administration upon completion of the student award transaction each academic term. One copy shall be retained in the records of the Institution for a period of three years from the end of the fiscal year in which the grant applies, and one copy shall be given to the recipient. All advances on loans or grants to students must be by check or a reasonable and auditable alternative.

F. Loan Repayment. Repayment of all student loans shall be made directly to the Administration, Office of the Comptroller, Accounting Division. The Office of the Comptroller, Accounting Division shall assume responsibility for the collection of such loans.

G. Authorized Federal Fund Management. The Administration shall issue from time to time an Award document to each participating institution which sets forth terms and conditions governing use

of funds appropriated for the program. Funds not utilized in a specified program year shall be returned to the Administration within 30 days from the close of the program year.

Program operations are subject to the availability of appropriated funds for this purpose and the provisions of paragraph J below. The LEEP Terms of Agreement currently in force are superseded as of the date of this new contract.

H. Notification of Cessation of Studies. The Institution shall notify the Administration promptly of the date on which each student borrower or grantee ceases to be a full-time or part-time student.

I. Discrimination Prohibited. The Institution agrees to comply with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and all requirements imposed by or pursuant to regulations of the Department of Justice issued pursuant to those Titles, to the end that no person shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance from the Department of Justice. The Institution, if public, agrees to comply with the Equal Employment Opportunity provisions of Title 28, Section 42, Part D of the Code of Federal Regulations.

J. Termination. This Agreement may be terminated by either party upon 90 days' notice to the other party. LEAA may immediately terminate this contract for default if the educational institution fails to comply with the requirements of this Agreement. Such termination shall not affect any obligations incurred pursuant to this Agreement prior to such termination.

II. Institutional Certification. The Institution hereby certifies that it meets the following criteria for participation in the Administration's Law Enforcement Education Program:

A. Admits as regular students only persons having a certificate of graduation from a secondary school or the recognized equivalent of such certificate or persons who are beyond the age of compulsory school attendance in the State in which the institution is located and who have the ability to benefit from the training offered by the institution's enrollemnt policy, and

B. Is legally authorized within the State to provide a program of education beyond secondary education, and

C. Provides an appropriate educational program for which it awards a bachelor's or graduate degree; or provides not less than a two-year program which is acceptable for full credit towards a bachelor's degree and for which it awards an associate degree or certificate, and

D. Is a public institution of higher education operated by an agency of a State government or a political subdivision thereof, except that it is not an institution of any agency of the United States Government; or is a non-profit institution, no part of the net earnings of which inure or may lawfully inure to the benefit of any private stockholder or individual, and

E. Is accredited as defined in the Law Enforcement Education Program Guideline Manual by one of the six regional accrediting associations, and

F. Offers a program of courses related to criminal justice or suitable for persons employed in criminal justice as defined in the Law Enforcement Education Program Guideline Manual.

The Administration (for LEAA use only)	The Institution*
BY:_____	BY:_____
TITLE:_____	TITLE:_____
DATE:_____	DATE:_____

*The agreement must be signed by an official duly authorized to execute agreements of this type for the Institution. The official's title should be inserted below the signature.

DOJ-1977-04

APPENDIX 7. (CONT'D.)

LEEP STUDENT CERTIFICATION AND NOTE (LEEP-3)

UNITED STATES DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20531

LEEP STUDENT CERTIFICATION AND NOTE (LEEP - 3) INSTRUCTIONS

➡ **PLEASE READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM**

Disclosure of information is authorized by Section 406 of the Crime Control Act of 1973, and the disclosure is voluntary. Failure to supply all of the requested information may result in a delay in processing this form and receipt of funds. This form will be used by LEAA personnel as a source document for accountability of institutional funds, establishment of student liability and for collection of program information. Educational institutions will have access to this form routinely.

Disclosure of an individual's Social Security Number is authorized by the effective edition of M5200.1, Law Enforcement Education Program Guideline Manual, promulgated pursuant to the authority in Sections 406 and 501 of the Crime Control Act of 1973, and also authorized by E.O. 9397. Such disclosure is mandatory; refusal to disclose may result in a denial of funds. An individual's Social Security Number will be used to identify the student's account, verify the student's identity during the period of billing and collection and to ascertain that there is no improper simultaneous funding under other Federal grant programs.

This form is to be submitted to the college or university which you attend. Student completes Part 1 only.

All date entries should be numeric, e.g., February 6, 1942, should be entered as 02-06-42.

ERASURES, CHANGES OR ADDITIONS MUST BE INITIALED BY APPLICANT AND INSTITUTIONAL REPRESENTATIVE.

Read Grant and Loan obligation provisions (see reverse of form) carefully before signing this certification.

Refer to your Social Security Number in all correspondence with the Department of Justice.

STUDENT INSTRUCTIONS

PART 1: Most items are self-explanatory. Particular attention should be paid to the following items:

Item 5: CHANGE OF ADDRESS: If the address listed in Item 4 differs from the address on the last note completed check this block.

Item 9: ETHNIC ORIGIN: Select from the following list a 1-digit code:

1. Asian American
2. Black
3. Hispanic (including Mexican, Puerto Rican, South American, or other Spanish descent)
4. Native American (including Eskimo and Indian)
5. White
6. Other

Item 11: IMMEDIATE DEGREE OBJECTIVE: Select from the following list a 1-letter code:

C. Certificate
A. Associate
B. Bachelors
M. Masters
D. Doctorate
N. None

Item 12: MAJOR FIELD OF STUDY: Select from the following list a 2-digit code:

Crime-Related Fields of Study

31. Police Science/Police Administration
32. Criminal Justice/Criminal Justice Administration
33. Criminology
34. Forensic Science/Criminalistics
35. Juvenile Justice
36. Corrections/Correctional Administration/Probation-Parole
37. Criminal Justice Planning/Evaluation
38. Judicial Management/Court Administration
39. Behavioral Science/Psychology-with criminal justice concentration
40. Business and Public Administration-with criminal justice concentration
41. Social Sciences-with criminal justice concentration

(Continued on reverse)

APPENDIX 7. (CONT'D.)

Non-Crime-Related Fields of Study

51. Social Sciences (communications, economics, history, political science, social psychology, social work, society and justice, sociology)
52. Behavioral Science (includes counseling, psychology, computer science, etc.)
53. Managerial Science (business, business administration, management science, public administration, public service)

Item 13: STUDENT STATUS FOR TERM COVERED BY THIS APPLICATION: A full-time student for purposes of LEEP is defined as an under-graduate student enrolled for a minimum of 12 credit hours in a 15-credit hour system (or the equivalent), or a graduate student enrolled for a minimum of 9 credit hours in a 12 credit-hour system (or the equivalent).

Item 17: ARE YOU CURRENTLY EMPLOYED FULL-TIME IN A PUBLIC CRIMINAL JUSTICE AGENCY?: Full-time employment for purposes of LEEP is defined as permanent, paid employment for a minimum of 30 hours per week. The criminal justice agency must be publicly funded and publicly controlled. Employees of private or quasi-public agencies are not eligible for LEEP grants. If no, skip items 18-23.

Item 18: EMPLOYING AGENCY TYPE: Select from the following list a 1-digit code:

1. Police
2. Corrections, Probation, Parole
3. Courts
4. Education, Planning

Item 19: EMPLOYING AGENCY LEVEL: Select from the following list a 1-letter code:

F. Federal
S. State
C. County
M. Municipal
O. Other

Item 20: ARE YOU ON FULL-TIME ACADEMIC LEAVE?: Full-time academic leave for purposes of LEEP is defined as an authorized absence for full-time study for a minimum of one regular academic term in accordance with an established employing agency policy.

PART 2: TO BE COMPLETED BY EDUCATIONAL INSTITUTION ONLY.

AMOUNT OF ADJUSTMENT (if required): This line may be used for increases or decreases in the award amount. All increases in the award must be initialed by the applicant.

ITEM 33: This section is provided for the number assigned to the official LEAA grant award document authorizing LEEP student grants/loans for the grant period which encompasses the date specified in the date of note block.

Additional File Copy: It is recommended that institutions set up a secondary filing system on a term-by-term basis using these Additional File Copies and the appropriate LEEP-5.

COMAKER CERTIFICATION: If the applicant is under the legal age to contract for an educational loan, a comaker must countersign for the LEEP loan. Separate Comaker Certification forms are available from LEAA.

U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

LEEP STUDENT CERTIFICATION AND NOTE

APPROVED: OMB NO. 43-R044S

PART 1 - TO BE COMPLETED BY APPLICANT

READ ALL INSTRUCTIONS BEFORE COMPLETING THIS FORM. PRINT OR TYPE ALL ENTRIES.

1. SOCIAL SECURITY NUMBER (1-9)

2. NAME - LAST, FIRST, MIDDLE (22-52 #1)

3. MAIDEN NAME (53-72 #1)

4. PERMANENT STREET ADDRESS (22-51 #2) | CITY (52-71 #2) | STATE (72-73 #2) | ZIP CODE (74-78 #2)

5. ☐ CHECK BLOCK IF ITEM 14 BELOW IS YES AND ADDRESS HAS CHANGED SINCE LAST NOTE WAS COMPLETED.

6. DATE OF BIRTH (73-78 #1) — MONTH DAY YEAR

7. SEX (22 #3) — M ☐ MALE, F ☐ FEMALE

8. U.S. CITIZEN (23 #3) — Y ☐ YES, N ☐ NO

9. ETHNIC ORIGIN (24 #3) — CODE

10. VETERAN (25 #3) — Y ☐ YES, N ☐ NO

11. IMMEDIATE DEGREE OBJECTIVE (26 #2) — CODE

12. MAJOR FIELD OF STUDY (27-28 #3) — CODE

13. STUDENT STATUS FOR TERM COVERED BY THIS APPLICATION (29 #3) — F ☐ FULL-TIME, P ☐ PART-TIME

14. HAVE YOU PREVIOUSLY RECEIVED LEEP FUNDS — Y ☐ YES, N ☐ NO - SKIP TO ITEM 17

15. TERM OF LAST LEEP ASSISTANCE — ☐ FALL, ☐ WINTER, ☐ SPRING, ☐ SUMMER — YEAR 19__

16. SCHOOL OF LAST LEEP ASSISTANCE

17. ARE YOU CURRENTLY EMPLOYED FULL-TIME IN A PUBLIC CRIMINAL JUSTICE AGENCY — Y ☐ YES, N ☐ NO - SKIP TO ITEM 24

18. EMPLOYING AGENCY TYPE (30 #3) — CODE

19. EMPLOYING AGENCY LEVEL (31 #3) — CODE

20. ARE YOU ON FULL-TIME ACADEMIC LEAVE (32 #3) — Y ☐ YES, N ☐ NO

21. NAME AND ADDRESS OF EMPLOYING AGENCY

22. OFFICIAL POSITION TITLE OF EMPLOYEE

23. AGENCY TELEPHONE NUMBER *(Include Area Code)*

24. NAME AND ADDRESS OF NEAREST RELATIVE *(not spouse)* OR MOST RECENT EMPLOYER - DO NOT DUPLICATE ITEM 21

25. COURSE DATA

TITLE	NUMBER	CREDIT HOURS	TUITION COST

I Certify: (1) that educational funds are not available to me through other sources excluding VA and Social Security benefits, which will duplicate the benefits covered by my LEEP loan and/or grant; (2) that should I receive duplicated funds other than VA or Social Security benefits, I will repay the Department of Justice the entire amount of the duplicated aid; (3) that the course(s) for which this LEEP award is approved lead(s) to a certificate or degree in areas related to law enforcement or suitable for persons employed in law enforcement; (4) that I have read the terms of the loan and/or grant on the reverse side and acknowledge my indebtedness for the amount indicated in Part 2 of this form; and (5) that the information contained in this form is true and complete to the best of my knowledge and belief and is made in good faith; (6) a grant recipient further certifies, that I am a permanent, full-time employee of a public criminal justice agency or a full-time criminal justice teacher. Whoever knowingly and willfully falsifies, conceals, or covers up by trick, scheme, or device, any material fact in this application shall be subject to prosecution under the provision of Section 1001 of Title 18, U.S. Code.

26. HOME TELEPHONE

27. SIGNATURE OF AWARD RECIPIENT AND DATE

PART 2 - TO BE COMPLETED BY INSTITUTION ONLY

ITEM	WHOLE DOLLARS ONLY 28. GRANT (33-37)	29. LOAN (38-42)	30. TOTAL (43-47)	INITIAL OF INSTITUTION REPRESENTATIVE
AMOUNT OF AWARD	.00	.00	.00	
IF REQUIRED, ADJUSTMENT AMT.	.00	.00	.00	
ADJUSTED AMOUNT	.00	.00	.00	

31. DATE OF NOTE (48-53) *(First Day of Class)* — MONTH DAY YEAR

32. FUNDING PRIORITY (54) — CODE

33. GRANT AWARD NUMBER (55-64)

34. ACADEMIC TERM

35. VENDOR CODE (65-70)

36. NAME OF EDUCATIONAL INSTITUTION

I have verified the information in Part 2 of this certification and note and certify that the student is eligible for the grant and for loan amount(s) indicated.

37. TYPED NAME AND TITLE OF INSTITUTIONAL REPRESENTATIVE

38. SIGNATURE OF INSTITUTIONAL REPRESENTATIVE

LEEP-3 (REV. 2-78) PREVIOUS EDITIONS ARE OBSOLETE. COPY 3 - ADDITIONAL FILE COPY

APPENDIX 7. (CONT'D.)

GRANT NOTE

I, the recipient of the grant acknowledged by my signature, agree to remain in full-time public law enforcement employment for at least two continuous years after the completion date of the course(s) of study covered by this grant, after which period my obligation incurred under this grant terminates. I also agree to the following terms of this grant: (1) Employment credit for this grant shall commence on the first day of the month after which I complete the course(s) covered by this award. (2) If for any reason I fail to complete the two-years' employment obligation, the grant will enter into a repayment status. When the employment obligation is not fulfilled, the total amount of the grant shall accrue seven percent (7%) simple interest commencing on the first day of the month following departure from my agency. Repayments shall be made quarterly consisting of at least $150 which includes principal and accrued interest. In no case will repayments be extended beyond a ten (10) year period. (3) I agree to notify the LEAA - U. S. Department of Justice of changes in employment and address, and to promptly answer all correspondence which arises out of this grant. I agree that the funds awarded under this grant shall be used only for my tuition, books and fees while enrolled at this institution.

LOAN NOTE

I, the recipient of the loan acknowledged by my signature, agree to enter or remain in public law enforcement employment or repay to the LEAA - U. S. Department of Justice, hereafter called the lender, or its designee, the principal amount of the loan outstanding, plus simple interest on the unpaid loan balance at the annual rate of seven (7) percent.

REPAYMENT PERIOD - Repayment period begins six months after the last day of the month in which the borrower's course of study as a full-time student ends. The borrower will immediately notify the lender of the completion or termination date of full-time student status and changes of name or address. The student will be provided with a billing statement reflecting quarterly payments of principal and interest.

ACCELERATED PAYMENTS - The borrower may at anytime repay without penalty any or all of the outstanding loan balance and accrued interest.

REPAYMENT DEFAULTS - The total outstanding loan balance plus accrued interest shall become payable upon demand if the borrower makes any misrepresentation of fact, or provides incomplete information, or fails to meet regularly scheduled quarterly payments. If a regularly scheduled repayment is not made within 90 days, the loan is in default.

REPAYMENT CANCELLATION - The total amount of this loan, plus accrued interest, shall be cancelled at the rate of 25 percent for each complete year of certified service as a full-time employee of a public law enforcement agency. Certification of employment shall be made by the borrower's employer on forms provided by the lender. When employment commences after any amount of the loan has been repaid, such employment will not require a refund to the borrower.

In the event of the borrower's death, or permanent and total disability, the total unpaid principal loan balance plus accrued interest will be cancelled. Proof will be requested by the lender on appropriate forms.

All communications should be directed to the LAW ENFORCEMENT EDUCATION PROGRAM, Law Enforcement Assistance Administration, U. S. Department of Justice, Washington, D. C. 20531, Attention: Office of the Comptroller, Accounting Division.

TO INSTITUTIONAL REPRESENTATIVE:

- **DISCRIMINATION PROHIBITED**-- In compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, no person in the Unites States shall, on the ground of race, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- The student must be given a copy of the fully executed note.
- The original Student Certification and Note (LEEP-3) is to be summarized, with all other Certifications and Notes for the current term, on a "Summary and Certification Sheet," LEEP-5, and forwarded to Washington no later than 20 days after the institution's deadline for tuition rebates.
- A co-signature is required if the borrower is a minor and the note would not constitute a valid and enforceable obligation under applicable local law.

STUDENT CERTIFICATION AND NOTE:

- Only full-time students in approved fields are eligible to receive Law Enforcement Student Loans.
- Only an enrolled part-time or full-time student currently employed full-time by a public law enforcement agency, who agrees to remain in full-time criminal justice employment for at least two years after completing a course or courses, is eligible for a Law Enforcement Student Grant.
- Full-time students currently employed full-time by public law enforcement agencies are eligible for both a Law Enforcement Student Loan and Grant.
- A full-time degree enrolled student not currently employed by a public law enforcement agency is eligible only for a Law Enforcement Student Loan, and only if he promises to seek employment with a public law enforcement agency, either during or upon completion of his course of study.

SUMMARY AND CERTIFICATION SHEET (LEEP-5)

APPROVED:
OMB NO. 43R0488

U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D. C. 20531

LAW ENFORCEMENT EDUCATION PROGRAM

SUMMARY AND CERTIFICATION SHEET (LEEP-5)

This form is used to control the transmittal of LEEP Student Notes from the institution to the Law Enforcement Assistance Administration and constitutes a certification of the institution's LEEP account balance as of the date submitted. This form is to be submitted at the end of the rebate period for the term associated with the Notes enclosed. More than one batch of Notes may be submitted per term. Funds will be advanced for the next academic term based upon its timely and accurate submission. Mail to LEEP at the above address. Send by registered mail. Complete unshaded areas only. See instructions on back of copy 4. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by LEAA M 5200.1 (Effective Ed.).

A. SECTION A. IDENTIFYING DATA

1. NAME OF INSTITUTION *(Include City, State, Zip Code)*
2. VENDOR NUMBER
3. GRANT NUMBER
4. AWARD FOR PROGRAM YEAR $
5. CASH RECEIVED FROM LEAA THIS PY $
6. TOTAL NOTES FOR YEAR TO DATE $
7. CASH REQUIRED FOR NEXT TERM $
8. EXCESS CASH ENCLOSED $
10. ALL NOTES TRANSMITTED WITH THIS LEEP-5 PERTAIN TO PROGRAM YEAR 19 ____
11. TOTAL NUMBER OF LEEP-5'S SUBMITTED FOR PROGRAM YEAR SHOWN IN ITEM 10 (INCLUDING THIS DOCUMENT). _____ ☐ CHECK IF FINAL SUBMISSION
9. ACADEMIC TERM COVERED BY THIS SUBMISSION *(except resubmitted Notes)* CHECK ONE: ☐ FALL ☐ WINTER ☐ SPRING ☐ SUMMER ☐ OTHER *(Specify)*:

B. SECTION B. SUMMARY OF NOTES ENCLOSED

		INSTITUTIONS MUST COMPLETE (1) AND (3) ONLY			
		NUMBER		DOLLARS	
		PER INSTITUTION (1)	PER EDIT (2)	PER INSTITUTION (3)	PER EDIT (4)
12.	CLOSING CASH BALANCE FROM PREVIOUS LEEP-5			.00	
13.	CHECKS RECEIVED SINCE LAST LEEP-5 (PLUS)			.00	
14.	AMOUNT REFUNDED TO LEAA SINCE LAST LEEP-5 (MINUS)			.00	
15.	REJECTED NOTES (LEEP-12) SINCE LAST LEEP-5 (PLUS)			.00	
16.	LATE REBATES (LEEP-9) SINCE LAST LEEP-5 (PLUS)			.00	
17.	ADJUSTED CASH BALANCE			.00	
18.	TOTAL NOTES SUBMITTED WITH THIS LEEP-5			.00	.00
	A. NO. OF NOTES FROM NEW RECIPIENTS				
	B. NO. OF NOTES FROM PREVIOUS LEEP RECIPIENTS				
19.	CLOSING CASH BALANCE (LINE 17 MINUS LINE 18)			.00	

C. SECTION C. CLASSIFICATION OF AWARD RECIPIENTS

COMPLETE THE FOLLOWING FOR STUDENTS IN SECTION B, LINE 18, ACCORDING TO EACH STUDENT PRIORITY GROUP

		PART-TIME STUDENTS		FULL-TIME STUDENTS		NO. OF ELIGIBLE STUDENTS REJECTED	REQUIREMENTS FOR NEXT TERM (DOLLARS)
		NUMBER	DOLLARS	NUMBER	DOLLARS		
20.	PRIORITY 1						
21.	PRIORITY 2						
22.	PRIORITY 3						
23.	PRIORITY 4						
24.	PRIORITY 5						
25.	PRIORITY 6						
26.	PRIORITY 7						
27.	PRIORITY 8						
28.	PRIORITY 9						
29.	RESUBMITTED NOTES (PART-TIME PLUS FULL-TIME)						

D. SECTION D. CERTIFICATION

(NOTE: Please forward check covering interest accrued on LEEP funds when submitting this form)
Only submit Notes after the close of the rebate period

DATE	TITLE	*I CERTIFY THAT THE INFORMATION IN THIS SUMMARY AND CERTIFICATION SHEET IS TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.*
TYPED NAME AND PHONE NUMBER OF LEEP COORDINATOR		AUTHORIZED SIGNATURE

LEEP-5 (REV. 5-78) EDITION OF 9-77 CAN BE USED.

INSTRUCTIONS FOR COMPLETING LEEP-5 FORM

PLEASE USE A TYPEWRITER IN COMPLETING THIS FORM AND BE SURE THAT ALL COPIES ARE LEGIBLE. DETACH AND RETAIN COPY 4 (WHITE) FOR YOUR RECORDS; MAIL COPIES 1, 2, AND 3 TO WASHINGTON ALONG WITH YOUR COMPLETED LEEP-12 AND THE STUDENT NOTES.

The following instructions are provided by line number:

2. The Vendor number is your HEW assigned FICE code.

3. The Grant Number is unique for each program year. Notes submitted with this LEEP-5 must bear a date of note which falls within the award period specified below and on your GRANT AWARD document. The program year of a note is determined by the Date of Note entered on the LEEP-3. Use separate LEEP-5's to submit notes from different program years.

PROGRAM YEAR IDENTIFICATION FOR LEEP-5 FORMS

August 1, 1976 through July 31, 1977	PY 1977
August 1, 1977 through July 31, 1978	PY 1978
August 1, 1978 through July 31, 1979	PY 1979
August 1, 1979 through July 31, 1980	PY 1980
August 1, 1980 through July 31, 1981	PY 1981

6. Indicate the total amount of notes submitted for the Program Year including the current submission.

7. Indicate cash requirement including any negative cash balance from previous term.

11. Total Number of LEEP-5's Submitted for Program Year (Including this Document): This number must represent the total number of LEEP-5's submitted covering notes for one program year. If a LEEP-5 is transmitting notes after the close of the program year, this number should be in addition to all LEEP-5's from the program year of the notes. For example, if 4 LEEP-5's are submitted prior to July 31, 1977 for PY 1977, a LEEP-5 submitted in August transmitting PY 77 notes would be numbered "5". A submission for PY 78 would be numbered "1" even if LEEP-5's from PY 77 or earlier have been transmitted after the beginning of PY 78. This figure should also be filled in on the space marked "number" on the LEEP-12 accompanying this submission.
NOTE: This number does NOT represent the number of LEEP-3's (Student Notes) being transmitted. It represents the number of LEEP-5's transmitted as of that date for that particular PY.

12. Copy the Closing Cash Balance from the last LEEP-5 for the program year to which the attached notes pertain. If this is the first submission of the program year, show -0-.

15. Enter the total amount of all notes rejected and sent back with the pink copy of your LEEP-12 since your last LEEP-5 submission.

18. In item (B), students included will have checked the box on the LEEP-3 as previous LEEP recipients. New notes must be separated from renewal notes when transmitting them under a single LEEP-5 to LEAA in Washington.

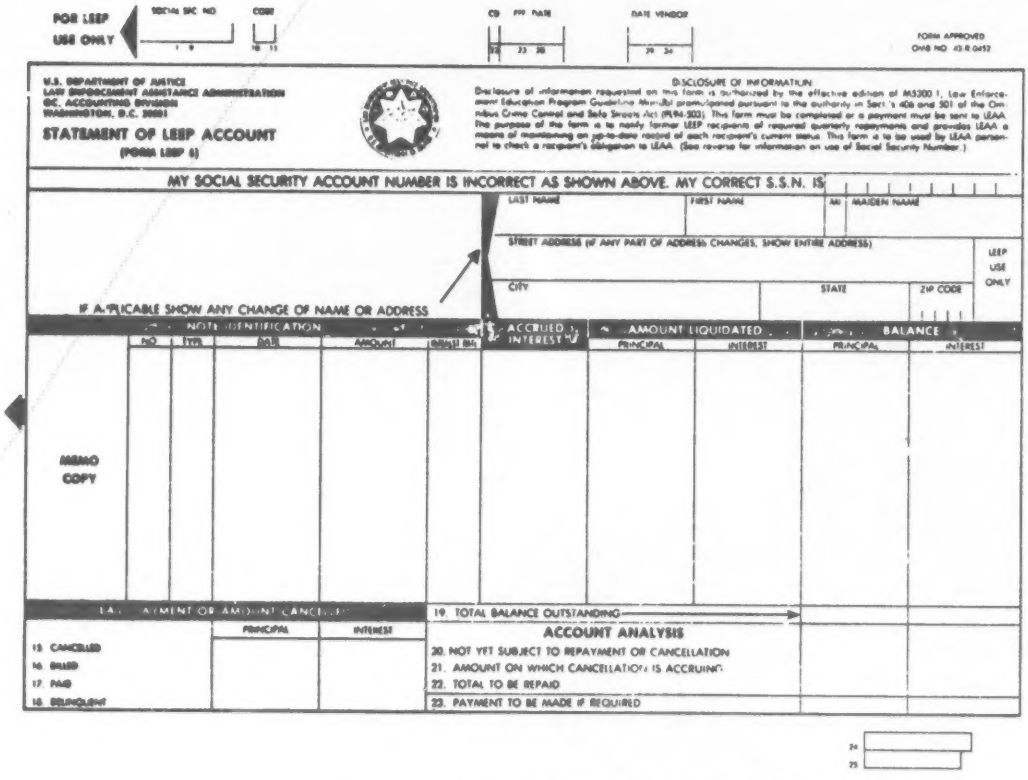
20-28. Refer to most recent edition of LEEP Guideline Manual for explanation of priority groups. (Caution: authority to make awards to students may be restricted to specified priorities by your award document. Contact the LEEP Coordinator in the Office of Criminal Justice Education and Training concerning clarification of funding restrictions.)

29. Enter the total number and dollar amount of all notes being resubmitted with the LEEP-5. Do not include these notes with other notes prioritized in items 20-28. This amount must be included in item 18.

THE CERTIFICATION IS TO BE SIGNED BY THE LEEP COORDINATOR. PLEASE PROVIDE THE TYPED NAME AND PHONE NUMBER OF THE PERSON TO CONTACT IN THE EVENT WE HAVE ANY QUESTIONS REGARDING YOUR SUBMISSION. DUE TO THE CONSTRAINTS OF OUR PRESENT AUTOMATED DATA PROCESSING SYSTEM WE REQUEST THAT YOU ALLOW AT LEAST 3 WEEKS BETWEEN NOTE SUBMISSIONS FOR ANY ONE PROGRAM YEAR. TO AVOID DELAY IN RESUBMITTING RETURNED NOTES IT SHOULD BE NOTED THAT RESUBMITTED NOTES MAY BE SENT ALONG WITH NEWLY SUBMITTED NOTES PROVIDED THAT THEY ARE CLEARLY DISTINGUISHED AS SUCH IN SECTION C AND THAT THEY PERTAIN TO THE SAME PROGRAM YEAR AND GRANT NUMBER.

APPENDIX 7. (CONT'D.)

BILLING STATEMENT OF LEEP ACCOUNT (LEEP-6)



FOR LEEP USE ONLY

SOCIAL SEC NO (1–9) | CODE (10–11) | CD | FY DATE (22–23, 30) | DATE VENDOR (29–34)

FORM APPROVED OMB NO. 43-R-0452

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
OC, ACCOUNTING DIVISION
WASHINGTON, D.C. 20531

STATEMENT OF LEEP ACCOUNT
(FORM LEEP 6)

DISCLOSURE OF INFORMATION

Disclosure of information requested on this form is authorized by the effective edition of M5200.1, Law Enforcement Education Program Guideline Manual promulgated pursuant to the authority in Sec's 406 and 501 of the Omnibus Crime Control and Safe Streets Act (PL94-503). This form must be completed or a payment must be sent to LEAA. The purpose of the form is to notify former LEEP recipients of required quarterly repayments and provides LEAA a means of maintaining an up-to-date record of each recipient's current status. This form is to be used by LEAA personnel to check a recipient's obligation to LEAA. (See reverse for information on use of Social Security Number.)

MY SOCIAL SECURITY ACCOUNT NUMBER IS INCORRECT AS SHOWN ABOVE. MY CORRECT S.S.N. IS

LAST NAME | FIRST NAME | MI | MAIDEN NAME

STREET ADDRESS (IF ANY PART OF ADDRESS CHANGES, SHOW ENTIRE ADDRESS)

CITY | STATE | ZIP CODE

LEEP USE ONLY

IF APPLICABLE SHOW ANY CHANGE OF NAME OR ADDRESS

NOTE IDENTIFICATION					ACCRUED INTEREST	AMOUNT LIQUIDATED		BALANCE	
NO.	TYP.	DATE	AMOUNT	DISBURSING		PRINCIPAL	INTEREST	PRINCIPAL	INTEREST
MEMO COPY									
LAST PAYMENT OR AMOUNT CANCELLED					19. TOTAL BALANCE OUTSTANDING →				
			PRINCIPAL	INTEREST	ACCOUNT ANALYSIS				
15. CANCELLED					20. NOT YET SUBJECT TO REPAYMENT OR CANCELLATION				
16. BILLED					21. AMOUNT ON WHICH CANCELLATION IS ACCRUING				
17. PAID					22. TOTAL TO BE REPAID				
18. DELINQUENT					23. PAYMENT TO BE MADE IF REQUIRED				

24.
25.

FORM LEEP 6 (REV. 6-77) [illegible]

PLEASE READ THE INSTRUCTIONS ON THE REVERSE OF THIS FORM CAREFULLY. FORMS WHICH ARE IMPROPERLY FILLED OUT WILL BE RETURNED.

APPENDIX 7. (CONT'D.)

SECTION A EXPLANATION OF ENTRIES ON THIS STATEMENT

Item 1-14 Notes listed in order of date executed. The type of note is coded as follows:

A = Grant not yet subject to repayment or employment credit
B = Loan not yet subject to repayment or cancellation
C = Grant that must be repaid
D = Grant subject to employment credit or repayment
E = Loan on which cancellation is accruing
H = Liquidated loan
E = Liquidated grant
F = Loan to be repaid or subject to cancellation
I = Consolidated notes

15 Shows cancellation credited since last statement
16 Shows amount of principal and interest of your last billing
17 Shows amount of your last payment
18 Delinquencies represent the difference between what was billed (item 16) and the payment received (item 17) and are included in the payment required (item 20)
19 Represents the balance outstanding
20-22 This is an analysis of your balance outstanding
20 Amount of new loans and grants which are not yet subject to repayment and or employment credit or cancellation as of this mailing
21 Amount on which employment credit or cancellation is being accrued
22 Time in which payments must be made quarterly (the note denominated by account number)
23 Amount of principal and interest which must be paid this period. Payment must be made when employment or deferment certification is not possible
24 Total payment required. If this item is blank then you are required to respond to this statement with a certification of employment or student status
25 Date by which payment must be made. If item 24 is not blank, or certification statement returned, and please note that we cannot guarantee that payments received after the due date will be reflected on the next statement

Disclosure of an individual's social security number is authorized by the effective edition of 45 CFR § 1099 Guidelines thereunder promulgated pursuant to the authority in Sec's 406 and 501 of the Omnibus Crime Control and Safe Streets Act (P.L. 90-351), and also authorized by E.O. 9397. Such disclosure is mandatory. refusal to disclose may result in a delay in processing this form. An individual's social security number will be used to identify the student's account, verify the student's identity during the period of billing and collection and to ascertain that there is no improper simultaneous funding under other federal grant programs.

MAKING PAYMENTS
RETURN COPY OF STATEMENT WITH PAYMENT TO INSURE PROPER CREDIT TO YOUR ACCOUNT. DO NOT SEND CASH.
MAKE CHECKS PAYABLE TO LEEP — LAW ENFORCEMENT ASSISTANCE ADMINISTRATION. WRITE YOUR SOCIAL SECURITY NUMBER ON CHECK.

SECTION B TO BE COMPLETED BY BORROWER IF PAYMENT IS NOT BEING MADE CHECK APPROPRIATE CATEGORY. COMPLETE SECTION C FOR EMPLOYMENT, SIMILARLY IF STUDENT DEFERMENTS. IF YOU ARE APPLYING FOR CANCELLATION YOU MUST COMPLETE ITEM 27

NOTE: PLEASE CHECK ONLY ONE BLOCK. IF YOU ARE A FULL TIME STUDENT AND ARE EMPLOYED FULL TIME, PLEASE CHECK # 27 AND HAVE YOUR EMPLOYER COMPLETE CERTIFICATION. FOR OTHER COMBINATIONS ENCLOSE A LETTER OF EXPLANATION.

☐ 01 I submitted a check, Number _____ dated _____ in the amount of $ _____ and do not see it reflected as my latest payment. (Submit a copy of your cancelled check.)

*☐ 05 I am enrolled full time in an institution of higher education. Date current term started (Start Date) 23 28. Vendor Number 29-34) [MONTH DAY YEAR] Note: Be sure that Vendor Number is completed in Section C.

*☐ 27 I am employed full time (30 hours or more per week) by the public law enforcement agency certifying below and I started work (23 29) [MONTH DAY YEAR] I was previously employed by _____ from [MONTH DAY YEAR] to [MONTH DAY YEAR] (if applicable for consolidation)

☐ 32 I have been advanced contempt or restraint and request cancellation of my remaining debt. (Enclose a notarized court order.)
☐ 33 I am totally and permanently disabled and request cancellation of my remaining debts. (Send appropriate forms.)
*☐ 34 Due to the death of the borrower his estate is hereby applying for cancellation of his remaining debt. (Enclose a notarized death certificate.)
☐ 42 I am in the armed forces and request payment deferment. My Active Duty tour runs from [MONTH DAY YEAR] through [MONTH DAY YEAR] (Submit a copy of your DD 214 after Active Duty tour.)
☐ 44 Due to extraordinary circumstances I request payment deferment. (Attach detailed explanation. NOTE: Except for military and student deferments interest continues to accrue during periods of deferment.

Borrower MUST sign here ⇨ _____ [MONTH DAY YEAR] (# 27 (29-34))
I certify that the information given above is correct and that the certifying official signing section C is (1) my registrar or LEEP Coordinator, (2) supervisor or agency head or, (3) commanding officer. [DATE]

* SECTION C MUST BE COMPLETED BY AUTHORIZED OFFICIAL IF YOU ARE APPLYING FOR EMPLOYMENT CREDIT, CANCELLATION OR DEFERMENT.

I HAVE REVIEWED THE SIGNED STATEMENTS CHECKED IN SECTION B AND CERTIFY TO THEIR AUTHENTICITY AND ACCURACY.

TYPED NAME ⇨
TYPED TITLE ⇨
SIGNATURE ⇨
NAME OF AGENCY, INSTITUTION, OR SERVICE
STREET ADDRESS

NCIC NUMBER/VENDOR NUMBER	AREA CODE	TELEPHONE	DATE	CITY	STATE	ZIP CODE

WARNING Any person who knowingly makes a false statement or a misrepresentation on this form shall be subject to a fine of not more than $10,000 or to imprisonment for not more than 5 years, or both. Under provision of the United States Criminal code.

APPENDIX 7. (CONT'D.)

LEEP REBATE CREDIT FORM (LEEP-9)

FORM APPROVED: OMB NO. 43R0673

U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
LAW ENFORCEMENT EDUCATION PROGRAM

LEEP REBATE CREDIT FORM

USE OF FORM

THIS FORM IS TO BE USED ONLY UNDER UNUSUAL CIRCUMSTANCES WHEN NOTE HAS ALREADY BEEN FORWARDED TO WASHINGTON. COMPLETED NOTES ARE NOT TO BE SUBMITTED UNTIL END OF REBATE PERIOD.

PLEASE TYPE

INSTRUCTIONS

1. Complete [illegible] correctly all late rebates being sure to complete all items for each student. *(submit at end of term.)*
2. If any student should be credited with more than one rebate complete one line for each. Note to be adjusted.
3. Rebate total should be reflected as an increased cash balance on your next LEEP-6.
4. If no additional funding is anticipated this form should be accompanied by a refund check payable to LEEP-Law Enforcement Assistance Administration.

1. NAME AND STATE OF INSTITUTION	2. VENDOR NUMBER	3. GRANT NUMBER

4. DATE OF SUBMISSION OF MOST RECENT NOTE ADJUSTED BELOW MTH DAY YR	5. TYPED NAME, TITLE, TEL. NO. OF AUTHORIZED OFFICIAL	6. SIGNATURE

NOTE: USE WHOLE DOLLARS ONLY.

NAME	SOCIAL SECURITY NO.	DATE OF NOTE (MM/DD/YY)	ORIGINAL NOTE AMOUNT	AMOUNT OF REBATE	ADJUSTED NOTE AMOUNT	LEEP USE ONLY
TOTAL						

LEEP-9 (REV. 3-78) PREVIOUS EDITION OF 8-74 CAN BE USED.

ORIGINAL: ACCOUNTING

APPENDIX 7. (CONT'D.)

STATUS CHANGE OR VERIFICATION FORM (LEEP-10)

U. S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE
ADMINISTRATION
WASHINGTON, D. C. 20531

OFFICIAL BUSINESS

U.S.MAIL

POSTAGE AND FEES PAID
U.S. DEPARTMENT OF JUSTICE
JUS 436

U.S. DEPARTMENT OF JUSTICE
Law Enforcement Assistance Administration
Law Enforcement Education Program
Washington, D. C. 20531

NOTE: Blocks 1, 4 and 5 must be completed for each submission. See reverse side also.

LEEP-10
(REV. 3-76)

LAW ENFORCEMENT EDUCATION PROGRAM
STATUS CHANGE OR VERIFICATION FORM

OMB: 43R0446

1. ENTER NAME AND SOC. SECURITY NO. AS SHOWN ON LEEP DOCUMENTS

LAST NAME | FIRST NAME | MI | SSN

2. INDICATE CHANGE IN NAME, ADDRESS, SSN

LAST NAME | FIRST NAME | MI | SSN

STREET ADDRESS | CITY | STATE | ZIP CODE

3. INDICATE CHANGE IN STUDENT STATUS *(Check Appropriate Box)*

FULL TIME ☐ 1 | GRADUATED ☐ 3 | TRANSFERRED ☐ 5

PART TIME ☐ 2 | WITHDREW ☐ 4 | IF DECEASED SEND A NOTARIZED DEATH CERTIFICATE

4. ENTER EFFECTIVE DATE OF CHANGE

M M D D Y Y

5. STUDENTS MAKING SUBMISSIONS SHOULD OBTAIN VENDOR CODE FROM SFAO

VENDOR NO. | NAME OF INSTITUTION:

6. SIGNATURE OF PERSON SUBMITTING

APPENDIX 7. (CONT'D.)

LEEP SYSTEM NOTE CONTROL LOG (LEEP-12)

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION
WASHINGTON, D.C. 20531

APPROVED: OMB NO. 43R0371

LEEP SYSTEM NOTE CONTROL LOG (LEEP-12)

PAGE _____ OF _____
CYCLE NO. _____

IMPORTANT: READ INSTRUCTIONS ON REVERSE OF COPY 3

DOCUMENT CONTROL NUMBER: Y Y M M CYCLE BATCH Z TT M M D D Y Y

GRANT AWARD NUMBER

	NUMBER OF NOTES	DOLLAR AMOUNT	INITIALS
1. Original Notes Submitted			
2. Resubmitted			
3. Total Notes Submitted			
4 Manually Rejected			
5. Batch Control			
6. Edit Rejects			
7. Processed Data			
8. Update Rejects			
9. Total Accepted			

Y Y M M

Name of Institution _____

City & State _____

Fiscal Year of Notes Submitted _____

Submission Date _____ Number _____

Typed Name and Phone No. of Contact in School: _____

AUTHORIZED SIGNATURE

COMMENTS:

REJECTED APPLICATIONS AND NOTES

NO	SSN	NAME	AMOUNT	TYPE OF NOTE	NO STUDENT SIGNATURE	NO NOTE DATE	NO PRIOR LEEP-3 ON FILE	INSUFFICIENT ADDRESS	OTHER (Specify)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									

LEEP-12 (REV. 11-77) REPLACES EDITION OF 5-76 WHICH MAY BE USED.

ORIGINAL - ACCOUNTING COPY FOR KEYPUNCH

APPENDIX 7. (CONT'D.)

INSTRUCTIONS FOR COMPLETING LEEP-12 FORM

Please use a typewriter or ball point pen bearing down hard to assure that all copies are legible. Detach and retain copy 3 (white) for your records; leave the remainder of the package intact and mail it along with your completed LEEP-5 and the student Notes.

Only areas that are lightly shaded should be completed by the Student Financial Aid Officer or other official in charge of administering the LEEP funds.

Award Number: This ten digit number can be found on your grant award document.

Vendor Number: This is your six-digit FICE Code. Be sure that this code is properly filled in. As of this printing all FICE codes begin with at least 1 zero and most begin with 2 zeros. For example, the Vendor Number for Wartburg College in Waverly, Iowa is: [0][0][1][8][9][6] not [1][8][9][6][0][0]
correct incorrect

Name of Institution and City & State: Self-explanatory. Completed pink copies of LEEP-5's, LEEP-12's and rejected Notes will be returned to this address.

Fiscal Year of Notes Submitted: Same as block #7 of the LEEP-5. Note this must correspond with the grant number and the dates of Notes submitted. You may wish to refer to the back of the LEEP-5 for instructions.

Submission Date: Use the date indicated at the lower left area of the corresponding LEEP-5.

Number: Same as block #8 of the LEEP-5.

Typed Name and Phone No. of Contact at School: Self-explanatory.

Number of Notes: Type or write numbers between vertical lines. Do not leave blanks at the right. If you are submitting 245 Notes write [ ][2][4][5] not [2][4][5][ ]
correct incorrect

Dollar Amount: Fill in whole dollars only. Never fill in two zeros to show no cents. If the amount of Notes submitted is $8,325.00 write [ ][ ][ ][8][3][2][5] not [ ][8][3][2][5][0][0]
correct incorrect

1. Original Notes Submitted: Type or write in the number of notes being submitted for the first time, i.e., notes never rejected by LEAA.

2. Resubmitted: Type or write in the number of notes being submitted that have been previously rejected by LEAA.

3. Total Notes Submitted: Total amount of notes being submitted from numbers 1 and 2.

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

LEEP SYSTEM NOTE CONTROL LOG
SUPPLEMENTAL REJECTION SHEET

CYCLE NO._____

NAME OF INSTITUTION

PAGE_____ OF_____

Y Y M M VENDOR NUMBER

REJECTED APPLICATIONS AND NOTES

NO.	SSN	NAME	AMOUNT	TYPE OF NOTE	NO STUDENT SIGNATURE	NO NOTE DATE	NO LEEP	INSUFF. ADDRESS	OTHER (SPECIFY)
31									
32									
33									
34									
35									
36									
37									
38									
39									
40									
41									
42									
43									
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70									
71									
72									

LEEP-12A (5-74)

FOR KEYPUNCH
COPY 1

APPENDIX 7. (CONT'D.)
GRANT AWARD (LEAA FORM 4000/7)

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT ASSISTANCE ADMINISTRATION

GRANT AWARD

PAGE____OF____

1. GRANTEE NAME AND ADDRESS *(Including Zip Code)*

1A. GRANTEE IRS/VENDOR NO.:

2. SUBGRANTEE NAME AND ADDRESS *(Including Zip Code)*

2A. SUBGRANTEE IRS/VENDOR NO.:

3. PROJECT TITLE
Law Enforcement Education Program (LEEP)

4. GRANT NUMBER

5. GRANT PERIOD
FROM TO

6. AWARD DATE

7. ACTION
☐ INITIAL
☐ SUPPLEMENTAL

8. SUPPLEMENT NUMBER

9. PREVIOUS GRANT AWARD AMOUNT $

10. AMOUNT OF THIS AWARD $

11. TOTAL GRANT AWARD $

12. SPECIAL CONDITIONS *(Check, if applicable)*
The above grant is approved subject to the Standard Special Conditions and the Supplemental Special Conditions listed. All Standard Special Conditions apply. The effective Supplemental Special Conditions are designated by letter code and are listed on the Grant Award Continuation Sheet.

13. STATUTORY AUTHORITY FOR GRANT

☐ TITLE I OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968, 42 U.S.C. 3701, ET. SEQ., AS AMENDED.

☐ TITLE II OF THE JUVENILE JUSTICE AND DELINQUENCY PREVENTION ACT OF 1974, 42 U.S.C. 5601, ET. SEQ., AS AMENDED.

☐ OTHER *(Specify)*:

14. METHOD OF PAYMENT
THE GRANTEE WILL RECEIVE CASH VIA A LETTER OF CREDIT ☐YES ☐NO

LEAA APPROVAL

16. TYPED NAME AND TITLE OF APPROVING LEAA OFFICIAL

16. SIGNATURE OF APPROVING LEAA OFFICIAL

GRANTEE ACCEPTANCE

17. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

18. SIGNATURE OF AUTHORIZED GRANTEE OFFICIAL

18A. DATE

LEAA USE ONLY

19. ACCOUNTING CLASSIFICATION CODE
FISCAL YEAR | FUND CODE | BUD. ACT. | OFC. | DIV. | SUB. | MSO

20. DOCUMENT CONTROL NUMBER

LEAA FORM 4000/9 (3-76) LEAA 4000/7 CAN ALSO BE USED

ORIGINAL - OFFICE OF CRIMINAL JUSTICE EDUCATION AND TRAINING

APPENIDX 7. (CONT'D.)

GRANT ADJUSTMENT NOTICE (LEAA FORM 4040/2)

U.S. DEPARTMENT OF JUSTICE
LAW ENFORCEMENT
ASSISTANCE ADMINISTRATION

GRANT ADJUSTMENT NOTICE

PAGE ____ OF ____

1. GRANTEE NAME AND ADDRESS *(Including Zip Code)*

1a. GRANTEE IRS/VENDOR NUMBER

2. PROJECT TITLE

3. GRANT NUMBER

4. ADJUSTMENT NUMBER

5. DATE

6. GRANT MANAGER

SECTION I. DEOBLIGATIONS & REOBLIGATIONS

7. ACCOUNTING CLASSIFICATION CODE

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	MBO

8. DOCUMENT CONTROL NUMBER

9. PREVIOUS GRANT AWARD AMOUNT $ _____

10. DEOBLIGATION OR REOBLIGATION AMT. $ _____

11. ADJUSTED AWARD AMOUNT $ _____

SECTION II. CHANGES

12. CHANGE GRANT MANAGER FROM _____ TO _____

13. CHANGE GRANT PERIOD: FROM _____ TO _____

SECTION III. OTHER ADJUSTMENTS & INFORMATION

14.

15. TYPED NAME AND TITLE OF AUTHORIZED LEAA OFFICIAL

16. SIGNATURE OF AUTHORIZED LEAA OFFICIAL

LEAA FORM 4040/2 (REV. 5-77) REPLACES LEAA FORM 4083/1 WHICH IS OBSOLETE.

DOJ

APPENDIX 7. (CONT'D.)

GRANT ADJUSTMENT NOTICE (GAN) INSTRUCTIONS

This form is to be used for adjustments to all grants awarded by the Law Enforcement Assistance Administration (LEAA). Only one grant may be adjusted by a single GAN.

If additional room is needed, use LEAA Form 4040/2A, Grant Adjustment Notice - Continuation Sheet.

Items 1 thru 3 are self-explanatory.

Item 4. Enter the number of this grant adjustment. If a previous GAN is being revised, DO NOT enter the previous adjustment number followed by "REVISED." Instead enter the appropriate next sequential adjustment number.

Item 5. Enter the date of this GAN.

Item 6. Enter the name of the grant manager. If the purpose of the GAN is to change the grant manager (Item 12), enter the name of the new manager.

Section I must be completed if a deobligation or a reobligation is being processed. (A reobligation is a cancellation of a current fiscal year deobligation.) In all other cases, none of the items in Section I are completed.

Item 7 is completed for all deobligations and reobligations.

Item 8. If a deobligation or a reobligation is being processed for a CURRENT FISCAL YEAR grant (i.e., current fiscal year document control number (DC#) on the grant award) then a DC# must be assigned to the GAN by the operating plan holder or his designee. In all other cases, a DC# is not assigned.

Item 9.

a. If the most recent modification to the amount of the grant was an AWARD (initial or supplemental), then the amount in Item 9 must be the same as the amount in block 11 of the most recent Grant Award (LEAA Form 4000/7).

b. If the most recent modification to the amount of the grant was a DEOBLIGATION or a REOBLIGATION, then the amount in block 9 must be the same as the amount in block 11 of the relevent GAN.

Item 10. Enter the amount of the deobligation or reobligation. A deobligation should appear in brackets, e.g., ($10.00).

Item 11.

a. If the purpose of this GAN is to process a DEOBLIGATION, subtract the amount in block 10 from the amount in block 9 and enter the result.

b. If the purpose of this GAN is to process a REOBLIGATION, enter the sum of the amounts in blocks 9 and 10.

Items 12 through 16 are self-explanatory.

APPENDIX 8

TYPOLOGY OF CRIME-RELATED DEGREE PROGRAMS

For purposes of LEEP administration, the following list constitutes the approved crime-related degree programs. The designation of a criminal justice concentration must be the official designation by the educational institution for the degree program.

Administration of Justice

Corrections/Correctional Administration/Probation-Parole

Criminal Justice/Criminal Justice Administration

Criminal Justice Planning/Evaluation

Criminology

Foresnic Science/Criminalistics

Judicial Management/Court Administration

Law Enforcement/Police Science/Police Administration

Social Justice

Behavioral Science-with criminal justice concentration

Political Science-with criminal justice concentration

Psychology-with criminal justice concentration

Public Administration-with criminal justice concentration

Social Welfare/Social Work-with criminal justice concentration

Sociology/Anthropology-with criminal justice concentration

Other program areas approved by LEAA as directly related to law enforcement and criminal justice.

APPENDIX 9.

TYPOLOGY OF PROGRAMS IN THE BEHAVIORAL, MANAGERIAL AND SOCIAL SCIENCES

BEHAVIORAL SCIENCE DEGREE PROGRAMS

Anthropology
Behavioral Science
Counseling
Psychology, including Physiological and Developmental

MANAGERIAL SCIENCE DEGREE PROGRAMS

Business
Business Administration
Management Science
Public Administration
Public Service

SOCIAL SCIENCE DEGREE PROGRAMS

Communications
Economics
History
Political Science
Public Administration
Social Psychology
Social Welfare
Social Work
Society and Justice
Sociology

* U. S. GOVERNMENT PRINTING OFFICE : 1978 260-992/2182